

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
P.O. BOX 213 - Lewisburg, PA 17837

INTERNSHIP OPPORTUNITY

TITLE: Design Intern (part time)

ORGANIZATIONAL RELATIONSHIP: The Design Intern will work under the guidance and instruction of the Communications Manager and in their absence, the Statewide Support Manager

SCOPE OF INTERNSHIP: Under the guidance of the Communications Manager the Design Intern will assist with basic resource development and design assignments. The internship will be spent learning to support capacity to build and update websites, assisting with various web projects, working on print publications, PowerPoint presentations and html email campaigns. The Design intern may assist with additional projects that involve graphic design, webinar e-learning, print production processes and project management. This internship will be unpaid, with no guarantee of permanent employment at the conclusion of this internship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist with production of Center's collateral/resources and web pages
2. Under the guidance of the Communications Manager, perform routine updates to the Center's Web sites via content management systems
3. Assist in designing agendas and programs for Center conferences and events
4. Assist with photo research, selection and acquisition
5. Help prepare files for production
6. Participate in and reporting on cross-systems meetings
7. Assist with development of presentations
8. Assist with multimedia production, including video tapings, photo shoots and webinars

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Demonstrate knowledge of other duties as directed by the Communications Manager

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Recent college graduate or enrolled college student (junior or senior)
- Major in graphic design or related field with a GPA of at least 3.0
- Excellent knowledge of web standards
- Proficient in Adobe Photoshop, InDesign, Illustrator, Dreamweaver, HTML, Microsoft Office
- Ability to adhere to deadlines.
- Ability to prioritize and organize multiple assignments.
- Current Act 151 (Child Abuse) and Act 34 (Criminal Record) and Act 114 (FBI Fingerprint) clearances are required.

PHYSICAL REQUIREMENTS:

- Ability to use keyboards, monitors and computers without assistance.
- Ability to use a telephone without assistance.
- Ability to lift and carry materials up to 25 lbs.

TIME AND SITE REQUIREMENTS:

The intern should report to the Center for School and Communities in accordance with course schedule and time requirements for 15 to 24 hours per week for 8 to 10 weeks.

CSIU PROPERTY AND CONFIDENTIALITY REQUIREMENTS:

1. All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the internship and responsibilities listed above, is the property of the CSIU.
2. The Intern shall maintain confidentiality with regard to the personal and private information about clients and coworkers, programs and services and any other proprietary information accrued as a result of CSIU employment or as required by state or federal laws and regulations.

The Intern must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the Intern to inform their supervisor and the Director of Human Resources of the need for any accommodations that may be required.

INTERN NAME: _____
(please print)

INTERN SIGNATURE: _____ DATE: _____

SUPERVISOR'S NAME: _____
(please print)

SUPERVISOR'S SIGNATURE: _____ DATE: _____

12/2011