

# Comptroller of Public Accounts Division's Request for Unpaid Interns

**Graphic Design Intern**

WORKING TITLE

**Public Outreach & Strategies**

DIVISION

**1Q-02**

SECTION

**3<sup>rd</sup> floor**

LOCATION/OFFICE

START AND END DATES

**3**

NUMBER OF POSITIONS:

**Delane Ceasar**

SUPERVISOR'S NAME

**463-8852**

SUPERVISOR PHONE NUMBER:

**PROPOSED WORK HOURS/WEEK** **15-20**  **SUMMER**  **FALL**  **SPRING**

(Check Applicable Semester)  
(June -Aug) (Sept-Dec) (Jan-May)

(Check Preferred Days and Times)  **No Preference**

**Monday**  **Tuesday**  **Wednesday**  **Thursday**  **Friday**  
 am  pm     am  pm     am  pm     am  pm     am  pm

**GENERAL DESCRIPTION OF JOB FUNCTIONS AND RESPONSIBILITIES:**

**JOB FUNCTIONS:** (Check all that are applicable.)

- |                                                                         |                                                                  |                                                                     |
|-------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Perform Administrative Support      | <input checked="" type="checkbox"/> Design or Edit Publications  | <input checked="" type="checkbox"/> Edit Documents                  |
| <input checked="" type="checkbox"/> Assist with Special Project         | <input checked="" type="checkbox"/> Perform Data Entry           | <input checked="" type="checkbox"/> Proofread Documents             |
| <input checked="" type="checkbox"/> Conduct Research                    | <input checked="" type="checkbox"/> Perform Analysis             | <input checked="" type="checkbox"/> Distribute Information          |
| <input checked="" type="checkbox"/> Prepare Correspondence              | <input checked="" type="checkbox"/> Conduct Program Evaluation   | <input checked="" type="checkbox"/> Maintain Manuals                |
| <input checked="" type="checkbox"/> Compile Routine Statistical Reports | <input checked="" type="checkbox"/> Conduct Surveys              | <input checked="" type="checkbox"/> Maintain and File Documents     |
| <input checked="" type="checkbox"/> Develop Spreadsheets/Databases      | <input checked="" type="checkbox"/> Conduct Internet Research    | <input checked="" type="checkbox"/> Maintain Logs                   |
| <input checked="" type="checkbox"/> Perform Accounting Functions        | <input checked="" type="checkbox"/> Develop Forms & Charts       | <input checked="" type="checkbox"/> Conduct Studies                 |
| <input checked="" type="checkbox"/> Answer & Route Telephones Calls     | <input checked="" type="checkbox"/> Perform Public Speaking      | <input checked="" type="checkbox"/> Attend Meetings                 |
| <input checked="" type="checkbox"/> Other: <b>Coordinate events</b>     | <input checked="" type="checkbox"/> Other: <b>Graphic Design</b> | <input checked="" type="checkbox"/> Other: <b>Writing/Editorial</b> |

**EDUCATIONAL REQUIREMENT:** (Check all that apply.)

- Freshman     Sophomore     Junior     Senior  
 Full-Time Student     Part-Time Student

- Graduate:**  Masters  
 PhD

Overall GPA Requirement: **3.0**    Minimum    Semester    Hours:

Specific    Major:

**Marketing/Communications**

**EXPERIENCE REQUIREMENT:**

- Hours of Accounting      Years in Law School Program      Other

**KNOWLEDGE, SKILLS OR ABILITIES PREFERRED:** (Check all that are applicable.)

- Knowledge of alphabetizing and basic math
- Skill in using correct spelling, grammar and punctuation
- Skill in performing basic mathematical functions
- Skill in conducting research and analysis
- Skill in reading and interpreting policies and procedures
- Skill in using a personal computer using word processing software
- Ability to use standard office equipment
- Ability to communicate effectively
- Ability to follow verbal and written instructions
- Ability to lift up to **40** lbs.

**PROVIDE BUSINESS NEED:** (Required)

**PROVIDE WORK PLAN:** (Required) **EXAMPLES OF WORK PERFORMED (Next Page)**

# **Comptroller of Public Accounts Division's Request for Unpaid Interns**

## **Graphic Design Unpaid Internship**

**We are a well-regarded graphic design agency offering internships for the fall semester to qualified students who will work closely with our designers on a range of interesting projects. We create company identities, books, magazines, exhibits, and signage. Interns must have knowledge of the Adobe Creative Suite. Our internship program introduces students to the experience of working with different projects and provides the opportunity to learn by assisting experienced designers in their tasks.**

**Works with the Director of Advertising to identify graphic assignments and establish deadlines**

**Works with the Advertising department copywriter to build out multiple concepts for each assignment**

**Revises concepts based on feedback from project lead and Director of Advertising**

**Delivers final on-strategy graphic materials on schedule**

**Works on special projects as assigned.**

## **Contact Us:**

**E-mail cover letter and resume to: [Cindy.Lara@cpa.state.tx.us](mailto:Cindy.Lara@cpa.state.tx.us)  
Please include Graphic Design internship in email subject line.**