Graphic Design Intern

Public Outreach & Strategies

1Q-02

3rd floor

3

LOCATION/OFFICE

START AND END DATES

NUMBER OF POSITIONS:

Delane Caesar

463-8852

SUPERVISOR’S NAME

SUPERVISOR PHONE NUMBER:

PROPOSED WORK HOURS/WEEK 15-20

(Summer) (Fall) (Spring)

(June –Aug) (Sept-Dec) (Jan-May)

(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.)

☐ Perform Administrative Support
☐ Assist with Special Project
☐ Conduct Research
☐ Prepare Correspondence
☐ Compile Routine Statistical Reports
☐ Develop Spreadsheets/Databases
☐ Perform Accounting Functions
☐ Answer & Route Telephones Calls
☐ Other: Coordinate events
☐ Other: Graphic Design
☐ Other: Writing/Editorial

EDUCATIONAL REQUIREMENT: (Check all that apply.)

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior
çois Graduate: ☐ Masters ☐ PhD

☐ Full-Time Student ☐ Part-Time Student

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
Please include Graphic Design internship in email subject line.