The Student Graphic Design Intern is responsible for producing approximately one hundred pieces of collateral during the year. This includes posters, brochures, banners, weekly bulletins, and other promotional and informational materials for Student LIFE’s events and programs.

Application Deadline: Monday, July 10, 2017
Turn application in to the Welcome Center, Parks Student Union (Floor 2) or by email to studentlife@everettcc.edu

Period of Employment: August 1, 2017 - June 15, 2018
Limited meetings and trainings will be scheduled summer 2017.

Hours:
- 16 hours per week. Schedule varies around student’s quarterly class schedule.
- Required weekly staff meetings.

Salary: $11.15 per hour

Important Dates
July 10, 2017 Applications Due
July 17- 31, 2017 Tentative Interview/Portfolio Presentation Dates
Aug 27-Sept 1, 2017 Student Leader Training Week
Sept 5-8, 2017 Leadership Institute – Tri Cities, WA
Nov 9-12, 2017 National Association of Campus Activities Conference - Reno, NV

Contact:
Christine Vasquez
Publicity Services Advisor
Student LIFE, PSU 209
425-388-9005 or evasquez@everettcc.edu

Please keep this page for your records.
Responsibilities

- Possess a willingness to work with groups in problem solving and decision-making to attain group goals/objectives.
- Be open to learn and grow in acquiring student leadership skills with on-the-job training and feedback.
- Design & produce publications using Adobe Creative Suite programs such as Photoshop, Illustrator, and InDesign.
- Utilize the camera equipment to assist in photographing events and activities sponsored by Student LIFE.
- Design, prepare, and produce posters, brochures, handbills, and digital signs or any other form of promotional or informational materials as requested by the various organizations within or affiliated with Student LIFE.
- Represent, provide advice and knowledge of Publicity Services and materials/equipment, to those requesting services in relation to the above, and work cooperatively with Student Programs Board, ASB Senate, Executive Council, student clubs, campus community and printing services.
- Collaborate within Publicity Services team to design the weekly Student 411.
- All other duties as assigned. Complete job descriptions are available upon request in Student LIFE.

Qualifications

- Must be a currently enrolled Everett Community College student in Visual Communications Program (Graphic Design/Web Design).
- Experience and classes in Adobe Creative Suite Programs: Photoshop, Illustrator & InDesign.
- Must be currently enrolled in at least 10 credits or be registered for 10 credits the quarter the position begins in Fall 2017.
- Must have a quarterly and cumulative GPA of at least 2.5.
- Position has a one academic year commitment. (Summer/Fall 2017-Spring 2018)
- Demonstrate strong communication (written, verbal, and visual) and interpersonal skills.

Instructions for Application:

Please print and/or type answers. Return the completed application to the front desk in the Welcome Center, PSU or email it to studentlife@everettcc.edu by Monday, July 10, 2017.

To apply, please complete and submit the following:

1. Completed application form.
2. Complete questionnaire.
3. Keep this page for your records.
4. Turn in application before deadline.
Student Graphic Design Intern Application

First Name: ________________________ Last Name: ________________________

Student ID #: ______________________ Credit Hours Fall Quarter: __________________

Are both your cumulative and quarterly GPA over 2.5?  □ Yes  □ No  □ New Student

How did you learn about the Student Graphic Design Intern opportunity?

□ Student Leader Job Brochure        □ Bulletin Board/Poster        □ Student LIFE, PSU 209
□ Friend        □ Advisor        □ Social Media        □ EvCC’s Website        □ Other:_________________

Mailing Address: ______________________________________________________________
____________________________________________________________________________

Phone: ____________________________    Cell Phone: ____________________________

E-Mail: ________________________________________________

Major Area of Study: __________________ Expected Date of Graduation: ________________

How long have you been enrolled at Everett Community College? ________________

Please grade yourself in the following areas. Use the following scale.

O=Outstanding    E=Excellent    G=Good    A=Average    F=Fair    I=Introductory

__Adobe Photoshop                   __Written Communication Skills
__Adobe Illustrator                   __Interpersonal Communication
__Adobe InDesign                       __Time Management
__Photography                          __Leadership
__Videography                           __Cultural Awareness or Cultural Competency
__Web Design                           __Self-Motivation
__Word Processing Programs              __Team Collaboration
__Attitude                                    __Work Ethic
__Public Speaking                  __Organizational Skills
Prior Work or Volunteer Experience: Please begin with your most recent experience.

Employer or Organization: __________________________

Dates of Employment: ______ to ________   Your Title: __________________________

Description of your duties:
______________________________________________________________________________
______________________________________________________________________________

Reason for Leaving: _____________________________________________________________

Employer or Organization: __________________________

Dates of Employment: ______ to ________   Your Title: __________________________

Description of your duties:
______________________________________________________________________________
______________________________________________________________________________

Reason for Leaving: _____________________________________________________________

Employer or Organization: __________________________

Dates of Employment: ______ to ________   Your Title: __________________________

Description of your duties:
______________________________________________________________________________
______________________________________________________________________________

Reason for Leaving: _____________________________________________________________
Please list any campus or community activities you are involved with. Examples: clubs, organizations, community service, etc. Please list the most recent items first.

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Do you have any other commitments during the 2017-18 academic year? Examples: off-campus work, student athlete, student clubs, etc. If so, please list:

______________________________________________________________________________
______________________________________________________________________________

Please list at least three (3) references that are not related to you.

1. ___________________________ Phone: ____________________
2. ___________________________ Phone: ____________________
3. ___________________________ Phone: ____________________

I certify that all the information provided on this application is accurate is true, and acknowledge that any misrepresentation and/or withholding of information may result in rejection of this application or may be considered just cause for discharge if discovered after employment begins. I also understand that incomplete applications may not be considered.

_____________________________________  ___________________________
Applicant's Signature       Date
Student Graphic Design Intern Questionnaire

All questions must be answered in order to complete the Student Graphic Design Internship Application process. Please include your typed answers to the four (4) following questions with your application packet or your application will not be considered.

Questions:

Why are you interested in a student leadership position as a Student Graphic Design Intern?

What do you hope to gain from this opportunity?

What do you hope to contribute to the experience?

What skills or experience do you have in relation to this position?

Return the completed application to the Welcome Center, Parks Student Union (Floor 2) or email it to studentlife@everettcc.edu