



Graphic Design Internship

Total hours: Average of 10 hours/week (~150 hours/semester)

Rate of Pay: Scholarship per semester

Direct Supervisor: Zack Ryle, Assistant Director for Enrollment and Brand Management

Position Description:

The Mahurin Honors College (MHC) at Western Kentucky University is searching for a graphic design intern for the 2020-2021 academic year. This intern will report to the Assistant Director for Enrollment and Brand Management and be tasked with the creation of a consistent brand from website to social media. This position will be tasked with creating graphics (with or without photos from the photography intern) and producing them for website, social media, and/or print. A successful intern will not only assist in the growth of the MHC, but they will also grow their knowledge base and portfolio for future positions. This is not a credit-bearing internship.

Responsibilities for the position will include:

- Create of graphics for website, social media, and other areas to include:
 - Student and alumni spotlights (including special recognitions and CE/T projects)
 - Interdisciplinary academics, research, Honors programming, and campus life.
- Create of consistent branding across all platforms.
- Develop and monitor metrics for this position
- Collaborate with other interns to ensure quality, cohesive content.
- Develop and innovate new ideas to further the mission of the MHC.
- Other duties as assigned.
 - The MHC is a metric-driven team environment. There will be assignments not related to graphic design.

Required Qualifications

- Experience using various Photoshop, InDesign and Illustrator.
- Comfortable with project management and collaborative brainstorming.
- Creative self-starter who is comfortable with taking initiative and working collaboratively.
- Demonstrated evidence of being a task-oriented hard-worker with a positive attitude.
- Communicate well with others and maintain a professional demeanor.
- Good Standing in The Mahurin Honors College.
- Flexible Schedule (outside of class).
- Not in a leadership position in another MHC scholar organization.

Western Kentucky University (WKU) is committed to a policy of providing equal employment and educational opportunities to all candidates. Western Kentucky University will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity/expression, marital status, age, uniformed services, veteran status, genetic information, pregnancy, childbirth or related medical conditions, or physical or mental disability in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify the office of Equal Employment Opportunity/Affirmative Action/University ADA Services (EEO) at (270) 745-5121.

Please submit your resume, cover letter, and portfolio/links to related work experience to honors.admissions@wku.edu.