

POSITION:	Graphic Design Intern
PURPOSE:	The Graphic Design Intern will provide design support to various marketing and communications projects for digital and print mediums by creating impactful designs for target audiences while maintaining a consistent brand.
CLASSIFICATION:	Full time
DEPARTMENT(S):	Marketing and Communications
REPORTS TO:	Director of Marketing and Communications
QUALIFICATIONS AND SKILLS:	<p>Zero to two years of experience in graphic design, visual communications or other related field is required. The applicant must submit a digital portfolio.</p> <p>The candidate should have strong conceptual skills with a high-level sense of design, layout and typography; excellent verbal and written communication skills; and the ability to work individually and collaboratively in a team environment.</p> <p>The applicant should possess strong knowledge of Adobe Creative Suite/Cloud, including InDesign, Illustrator, and Photoshop; must show ability to use a mix of all software platforms in design solutions; and be competent in Microsoft Office. Experience with email campaigns is preferred. Expertise in file preproduction is a plus.</p>
DESCRIPTION OF DUTIES:	<p>Understand Kappa’s creative vision and successfully provide graphic design support for print and digital marketing materials across a wide variety of platforms (e.g., print, social media, and website).</p> <p>Conceive, develop and produce designs for a variety of projects, including event marketing materials, website updates, social media ads, print ads, marketing collateral, new business material and corporate communications.</p> <p>Attend staff and department meetings/calls.</p> <p>Other duties as assigned.</p> <p>At the end of the summer, each intern is requested to provide a detailed written report that gives specific information about the experience gained and service performed. The intern may be asked to create and present training to the Kappa Kappa Gamma Headquarters staff on a project of her choice. The Director of Marketing and Communications must approve the topic.</p>