

Graphic Design Internship Position Description

- Position:** Graphic Design Intern
- Location:** Center for Leadership Learning
- Hours:** Combination of day and evening shifts with 12 hours *maximum* per week
- Start/End Dates:** Start Date: Monday, September 14, 2020; End Date: Wednesday, June 30, 2021
Mandatory Training & Orientation: September 14 – 24, 2020 (excluding Sunday)
Mandatory Mid-year Planning Meeting: Saturday, January 9, 2021
Mandatory Annual Leadership Conference: Saturday, February 6, 2021
- Compensation:** \$13.75 per hour and transcript notation for internship position

Internship Purpose: Under the supervision and direction of the Center for Leadership Learning (CLL) Director, the Graphic Design Intern serves as the primary designer for all print publications, electronic communications, and marketing materials on behalf of the CLL.

Internship Description:

This position is a 3-quarter commitment and open to undergraduate students who do not hold another paid campus employment position. DACA and work-study eligible students and international students are encouraged to apply. Under the supervision and direction of the Center for Leadership Learning (CLL) Director, the Graphic Design Intern serves as the primary designer for all print publications, electronic communications, and marketing materials on behalf of the CLL. The CLL is a special academic program designed to provide leadership education and professional development opportunities for undergraduate students.

Internship Duties

Graphic Design Intern duties include, but are not limited to:

1. Designing and/or enhancing current program publications such as program fliers, display boards, posters, signage, promotional items, and special event materials.
2. Designing publications and marketing materials for the annual Aggies Leading the Way! Undergraduate Leadership Conference.
3. Updating and maintaining the CLL website to reflect current and upcoming events, programming, and resources and design new webpage layouts as determined by CLL marketing strategy.
4. Collaborating with Communications Interns and entire CLL staff to create innovative marketing strategies to increase awareness of the Center for Leadership Learning among the campus community, with special emphasis on undergraduates.
5. Actively collaborate with Undergraduate Education Communications team to develop cohesive messaging and branding for the CLL.

General Duties

General program and office duties include, but are not limited to:

1. Delivering and facilitating program information sessions for the undergraduate community, with specific concentration on student academic clubs, organizations, and other student services units. Participating in seasonal tabling events to help promote the CLL, such as, but not limited to Fall Welcome events, Decision Day events, and CLL-specific events.
2. Maintaining knowledge and understanding of CLL's certificate-bearing programs – the Student Leadership Development Program (SLDP) and the Diversity Leadership Development Program (DLDP) – along with any other programs and events introduced through the academic year.
3. Helping maintain regular, consistent, and professional communication with active participants and prospective students regarding quarterly workshops, development programs, upcoming events, and any other program announcements via print, electronic and social media communications.
4. Advising active and potential student participants on certificate-bearing program requirements and other events and services offered through the year.
5. Providing administrative support including: monitoring student program registration and workshop participation, and various aspects of program planning as needed. Helping with general office duties such as front-desk reception and customer service, answering phones, filing, making photocopies, retrieving daily mail, monitoring supply inventory, and other duties as assigned.

Position Requirements

Requirements for the Graphic Design Intern position are as follows:

1. Knowledge and demonstrated experience with graphic design software, photography and/or video recording and editing.
2. Must attend a MINIMUM of 2 CLL Leadership Essentials workshops per quarter in conjunction with internship duties. Must have the ability and willingness to arrange class schedule and extra-curricular activities each quarter to do so.
3. MUST ARRANGE schedule to participate in staff training, planning meetings, and annual leadership conference hosted by the CLL, including, but not limited to: new intern orientation and training from September 14 – 24, 2020 (excluding Sunday), mid-year planning meeting on Saturday, January 9, 2021, and Aggies Leading the Way! Undergraduate Leadership Conference on Saturday, February 6, 2021.
4. MUST ARRANGE schedule to attend mandatory weekly staff meetings during Fall, Winter, and Spring quarters. Weekly staff meetings are typically scheduled on Wednesdays anytime between 4–7pm. Once a work schedule is arranged at the beginning of each quarter, there is little flexibility to make changes and all CLL Interns are expected to adhere to a set schedule.
5. Must read 2-3 leadership development books and one online leadership assessment, as assigned by CLL Director, prior to staff orientation and training. Books and access to online

assessments will be supplied to each staff member 2 months prior to staff orientation and training.

6. Must have a keen interest in leadership development and the ability to work well with a diverse group of students, staff and faculty while demonstrating judgment, integrity and sensitivity to confidentiality and privacy.
7. Must be highly organized, have the ability to pay close attention to detail, produce work with high accuracy, and be reliable and responsible. Must also be a self-starter and someone who takes initiative, especially with developing means in which CLL could operate more effectively and efficiently.
8. Must be able to work independently or as part of a team on specialized projects and during events. Must also be able to effectively work with deadlines and produce work quickly.
9. Must be willing to maintain a positive work environment and be able to demonstrate a flexible and professional work ethic.
10. Must have knowledge of and/or experience with professional etiquette and office tasks, including professional dress code and appearance, customer service and front-desk reception, telephone usage, data entry, filing, facility set-up, and general operation of office equipment (fax, copy, computer).
11. Must have the ability to lift and move boxes or furniture weighing up to 30lbs.
12. Must have knowledge of University policies and conduct and the UC Davis Principles of Community.
13. *Preferred but not required skills:* Experience with web design and/or maintenance; experience with video production and editing software.
14. *Preferred but not required experience:* Previous participation in workshops, programs and/or events offered by the Center for Leadership Learning.

How to Apply:

Submit the Center for Leadership Learning Employment Application **AND** current resume via email or in person by **5:00pm on Wednesday, March 25, 2020** to:

Christie Navarro, Director
Center for Leadership Learning
1350 The Grove
Email: cdnavarro@ucdavis.edu