

A-State Multicultural Center - Graphic Design Internship Application Fall 2017

Completed Application Deadline: **Monday, August 28, 2017 by 4:30pm**

Multicultural Center, Suite 3003, 3rd floor of Carl R. Reng Student Union

Position Description

The A-State Multicultural Center graphic design internship provides an opportunity for students to take their education in art, graphic design, and publication and apply it to real world situations and tasks. The intern will focus on a variety of projects throughout the semester to learn aspects of MC specific to the interests of graphic design and marketing as a focus area. Interns will gain confidence in their abilities and graphic design skills. The experience acquired during this period will be a stepping stone for students to move confidently into the workforce.

Duties and Responsibilities

- Submit at least 5-10 hours per week. All hours must be completed in the Multicultural Center, unless approved by the MC Director.
- Assist with all aspects of graphic design for the Multicultural Center, including but not limited to, posters, ads, forms, and flyers. Assist in making revisions of design work.
- Be able to work well in a diverse working environment.
- Demonstrate punctuality and professionalism.
- Assist with writing and editing of informational materials and reports.
- Assist with mailings, invitations, RSVP, etc. for events.
- Attend planning meetings for marketing and development.
- Assist with compilation of fact sheets and marketing collateral design.

Qualifications and Requirements of MC Graphic Design Intern

- Have a minimum 2.50 cumulative GPA as a continuing A-State student (including transfer work), and **MUST** maintain a 2.50 or higher GPA throughout your employment.
- Must remain in good academic and judicial standing with the University throughout the tenure in the position, not violate the Student Code of Conduct, and conduct yourself in an appropriate manner both in person and electronically via the Internet (email, Facebook, Twitter, Vine, Instagram, etc).
- Demonstrate an appreciation for diversity and multiculturalism.
- Basic computer processing skills including Adobe Photoshop, Microsoft Office, Microsoft Publisher and Google Docs.
- Students must have their own computer on which to design their work (Microsoft Publisher can be downloaded through the A-State website).
- Coursework in graphic design, marketing, or a similar program.

Benefits of MC Graphic Design Intern

- Graphic design internship may be counted as course credit in a certain class. We will work with your instructors to do this.
- Interns will have an opportunity to receive hands-on skills on real world projects.
- Opportunity to explore and develop a creative skill set.
- Interns will receive exposure while assisting with projects and make connections with prospective employers.
- Development of a graphic portfolio.

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Application Process

Please keep track of your own application status by using the Application Check list listed below:

- Paper Application – Completed application, resume, graphic design sample, and references, must be submitted no later than **Monday, August 28, 2017 by 4:30pm**.
Completed Application includes:
 - Information Page from Application
 - Resume – that includes your current and previous campus organizations, leadership positions, and employment (freshmen only may include High School activities)
 - Graphic Design Sample
 - References (Optional) –Both reference forms must be submitted to the Multicultural Center no later than 4:30pm on Monday, August 1, 2016. It is your responsibility to ensure these letters are included in the application.
 - References should be given to someone who can comment on your leadership or work skills and experience.
 - One reference is to be completed by a full-time professional faculty or staff member at Arkansas State University.
 - References cannot be completed by any undergraduate students, graduate students (Residence Assistant, Hall Director, Organization President, etc.), or Multicultural Center staff members, and should not be completed by anyone that has any form of family tie to you directly.
- Individual Interviews – Chosen individuals are to participate in interviews.
 - Individuals participating in the interview should wear appropriate interview attire.
 - Interviews will be 15 – 20 minutes in length.
 - Location and time of interviews to be announced through A-State email.
- Hiring – Applicants will be informed of their status via their A-State email on or before Friday, September 1, 2017.

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Name: _____ **A-STATE ID #:** _____

Email Address: _____@smaill.astate.edu

T- Shirt Size (*Not used in selection process*): _____ **Contact Number:** _____

Major: _____ **Current Academic Classification:** _____

Expected Graduation Date: _____ **Current A-State GPA:** _____

Are you in good Academic & Judicial Standing: Yes _____ No _____

How did you hear about the opportunity to be a MC Graphic Design Intern?

(Please check all that apply) _____ Daily Digest _____ Facebook _____ Flyer on Campus

_____ A-State Staff/Faculty Member _____ Other: _____

By signing below you agree to the following terms:

- I understand that all documents to this application for employment are confidential and the property of the Multicultural Center. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable education experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided at the applicants request, as permitted by law.
- I do hereby consent to the release of my educational records to the Multicultural Center, as needed, to confirm that I am enrolled as a full-time student at Arkansas State University, that I have a minimum of a 2.50 cumulative grade point average, that I am in good standing with Arkansas State University, and that I currently have no disciplinary actions against me.
- I wish to submit this application for the position of MC Graphic Design Intern. I am aware of the responsibilities of this position as specified in the MC Graphic Design Intern position description, and I fully intend to fulfill each one to the best of my ability if selected. I possess the minimum qualifications required for this position as specified on this form and all information provided herein is accurate. I understand that if selected I will be required to sign an agreement to serve as an intern.

Arkansas State University does not discriminate on the basis of race, sex, ethnicity, religion, national origin, age, handicap, veteran status, or any other federally protected class in the provision of educational opportunities or benefits.

Arkansas State University does not discriminate on the basis of sex or handicap in the educational programs and activities which it operates, pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92-318; and Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans with Disabilities Act of 1990, Public Law 101-336, respectively. This policy extends to both employment by and admission to the University.

Inquiries concerning the Title IX and Section 504 and the Americans With Disabilities Act of 1990 should be directed to the Title IX Coordinator, and the Office of Affirmative Action. Charges of violations of the above policy should also be directed to the Title IX coordinator and the Office of Affirmative Action.

Signature: _____ **Date:** _____

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References may also be scanned and emailed but must come directly from reference. All forms must be received by deadline. If you have any questions, please contact the Multicultural Center at 870-680-4052.

Please be candid in your appraisal of the listed candidate. Please feel free to provide any additional comments regarding the applicant's overall potential success in leading new students. (attachments / letters accepted)

Applicant name:

1. How long and in what capacity have you known the applicant?
2. Why are you recommending this person for this graphic design internship?
3. Indicate your opinion of the applicant's ability in the following areas:

	Outstanding	Above Average	Average	Below Average	No Basis
Leadership Potential					
Oral Communication Skills					
Team Player					
Responsibility					
Respectful					
Enthusiasm for A-STATE					
Work Ethic					
Personality					
Maturity					

4. Please indicate your overall assessment of the applicant and ability to succeed as an MC Graphic Design Intern. ____ Highly Recommend ____ Recommend ____ Recommend with Reservations (please explain)

Name: _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

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Signature: _____ Date: _____