

Graphic Designer Intern at the Christa McAuliffe Center



Job Description:

GENERAL STATEMENT OF DUTIES: Facilitate education program for K-12 school students that contain accurate and relevant STEM principles and concepts in a way that both educates and inspires further interest in STEM and learning. The Intern is expected to facilitate Challenger Learning Center activities at the McAuliffe Center for Integrated Science Learning.

Examples of Specific Duties & Responsibilities:

Job Description:

- Create graphics and design layouts for print ads, flyers, email newsletter
- Design in-office related graphics (i.e. labels and graphics for McAuliffe Center exhibits)
- Actively contributes ideas and thoughts to use marketing to attract audiences from target groups
- Work closely with McAuliffe Center staff to translate their messaging concepts into effective marketing materials
- Coordinate printing and copying of materials

Requirements:

- Proficient in Adobe Creative Suite (esp. Photoshop, Illustrator, InDesign)
- Familiar with design concepts and theories
- Proficient in multiple social media platforms
- Self-motivated
- Detail oriented
- Organized
- Good verbal and written communication skills
- Exhibits professional demeanor

McAuliffe Center office hours 9:00am – 4:00pm

Internship weekly hours: 10

How to Apply:

- Complete the online Internship Interest form at <http://christa.org/job-internshipopportunities/> (or directly <https://www.surveymonkey.com/r/X96536Q>)
- Submit a résumé that includes all related coursework
- Submit a one-page cover letter that addresses the following questions: Why are you interested in this position? What skills can you bring to the position? What do you hope to get out of this experience?
- Submit name and email address for three references. Two of your three references must be Professors with whom you have studied.
- Email all application documents to **both** iporro@framingham.edu and epagliuca@framingham.edu

Additional Information:

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Framingham State University conducts Criminal Offender Record Information (CORI) checks relative to prior criminal convictions and pending cases, as well as Sex Offender Registry Information (SORI) checks relative to prior sexual offenses committed as an adult or juvenile on final candidates prior to an offer of employment for all positions. Framingham State University requires specific written authorization to conduct background checks. Failure to provide such authorization shall preclude your application from receiving further consideration.

Framingham State University is an equal opportunity/affirmative action employer.

Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

About the Christa McAuliffe Center:

Our vision is to foster a community of lifelong learners by providing innovative, integrated STEM pedagogies, practices, and programs that are accessible to all audiences. Our mission is to lead the Commonwealth of Massachusetts in K-16 integrated STEM learning through the sharing of resources, building of partnerships, and advancement of educational practices.