UIS Athletics Department

Graphic Design and Media Relations Internship

Street Address: 1 University Plaza REC 2004, Springfield, IL 62712

Phone number: (217) 206-7017

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Agency Contact: Lexi Kirschbaum, Athletic Events Administrator

How should I contact this agency? Telephone

How should students submit cover letters and resumes? Email

General Description of agency or business

The University of Illinois Springfield Intercollegiate Athletic Department is a Great Lakes Valley Conference NCAA Division II member. Currently, the department is home to 180 student-athletes across 11 sports. UIS Athletics believes in the importance of life in the balance. This concept teaches student-athletes the importance of balancing classes with being an athlete and volunteer. Our department creates partnerships with the Springfield community to create a fun, family game environment and experience for all.

Internship or Job Description

Title: Graphic Design & Media Relations Intern

- Develop promotional flyers for campus and community advertising
- Create pamphlets and mailings for athletic booster club
- Assist in the creation of athletic newsletters
- Edit photos and create graphics/splash pages for athletic website
- Assist with development of Visitor’s Guide, game programs and pages for the website
- Work with Game Management Intern with on campus promotions
- Assist with advertising and promoting corporate sponsors

Qualifications for the position:

- Working towards earning a degree in Communications and/or Visual Arts
- Experience and trained in InDesign and/or Adobe Illustrator
- Experience and trained in Adobe Photoshop
- Interest in college athletics
- Exceptional writing/grammar skills in the English language, and excellent people skills.
- Demonstrates working knowledge of Microsoft Word and Excel and working familiarity with e-mail

Basic student learning anticipated

Student will assist with graphic design aspects of the athletics department from the beginning stages of development to execution.

Hours per week: 10
Number of weeks: 15
Position Available: Fall

August 1, 2013