UIS Athletics Department

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How should I contact this agency? Email
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 more than 160 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 Intern

- Develop promotional flyers for campus and community advertising
- Work with the Assistant Athletic Director in developing a visual look for the entire season demonstrated on schedule posters, cards, emails, etc.
- Create pamphlets and mailings for athletic booster club
- Create graphics and splash pages for athletic website
- Assist with development of Visitor’s Guide, game programs and pages for the website
- Assist with the design of special event invitations i.e. golf outing, Holiday card, gala invite

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
- Ability to work on deadlines
- 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 learn firsthand knowledge of how graphics are developed for a Division II athletic program and will hone in on design skills. They will be able to develop a project and see it from start to finish.

Hours per week: 10-20
Number of weeks: 10-15
Position Available: Fall/Winter/Summer

Updated: November 2015