**College of Social and Behavioral Sciences**

**School of Communication Phone: 928-523-2232**

**PO Box 5619 Fax: 928-523-1505**

**Flagstaff, AZ 86011-5619**

**Internship Information Guidelines**

Thank you for your interest in providing one of our students with an internship. Please provide the following information so that we can publish this information in several locations accessible to interested students. Please feel free to respond on this form and send it back to us via email at school.communication@nau.edu. Please copy Norm.Medoff@nau.edu and Kimberly.Mitchell@nau.edu on this email.

**Organization offering internship**: NAU Career Development at University College

**Contact information**: Laurah Hagen, Laurah.Hagen@nau.edu, 928-523-7099

**When internship is to take place**:

Fall 2014, leading into spring 2015, 10 hours/week

**OR** Spring 2015, 12 hours/week

**Type of Internship Offered**:

Graphic Design Intern

Responsibilities:

* Developing promotion materials for NAU Career Development at University College in line with our current branding identity and guidelines established by NAU Marketing
* Developing marketing materials for career events including the Spring 2015 Career & Premedical Professions Fair and the Earth Week *Careers with Impact* panel, in line with our current branding identity and guidelines established by NAU Marketing
* Strengthening NAU Career Development at University College’s online identify through updates to our website and social media platforms to reflect our current branding identity and guidelines established by NAU Marketing
* Redesigning instructional materials for career development workshops to reflect our current branding identity and guidelines established by NAU Marketing
* Other duties as assigned

**Unpaid**:

Intern will be supervised for academic credit.

**Total number of hours of work per week**:

If the Graphic Design Intern begins in the Fall and continues into the spring semester, we anticipate 10 hours/week.

If the Graphic Design Intern begins in the Spring semester, we anticipate 12 hours/week

**Total number of weeks**:

If the Graphic Design Intern begins in the Spring semester, the internship will be 16 weeks long.

If the Graphic Design Intern begins in the Fall semester, we will extend the internship to include 16 weeks in the Spring semester plus the weeks from the fall.

**Special skills required**:

Graphic Design, including Adobe Illustrator

**Please provide any additional information for interested students:**

NAU Career Development at University College is a fast-paced, innovative team working towards building a culture of professionalism on campus. We are seeking a creative, motivated Graphic Design Intern to join us.

The Graphic Design intern with the NAU Career Development at University College team can expect to receive personalized coaching on professional development topics, including resume development, interview skills, and job search strategies.

*Students must have a minimum of a 2.5 GPA (on a 4.0 scale) and be seniors (89 credit hours) in order to qualify for formal internship credit. Students who have not achieved senior status are able to qualify for formal internship credit on a case-by-case basis.*

*Thank for your interest in our students. We look forward to working with you.*

Norman J. Medoff, Ph.D. Kimberly Mitchell

Professor and Director Assistant Professor

Internship Coordinator Internship Coordinator

School of Communication School of Communication

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Phone: 928-523-8257 Phone: 928-523-2217