Internship Proposal

Registrar’s Office

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| Internship Position Available: | Web Designer Internship |  |
| Term Available: | Fall 2014 |  |
| Credits Earned: | 3 – 6 units |  |
| Position Reports To: | Andrea Stalker |  |
| General Description: | The Registrar’s Office at Northern Arizona University is offering an internship position during the Fall semester for a student pursuing a degree in the field of Web Design. This position will be working closely with the department leadership team, the marketing subcommittee, and various staff within the Registrar’s Office. |  |
| Background: | This position requires a student who has successfully completed basic web design coursework.  |  |
| Responsibilities: | The web designer intern will be:

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| * Responsible for the creation and direction of department web sites from initial conception to finalized execution.
* Responsible for interacting with clients to build web pages and perform moderate level graphic design to complete websites from existing web template designs.
* Maintains the department main websites, gathers and publishes information on designed web page using web-based software tools.
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| * Coordinates with departments to implement internet strategies for pages, Coordinates with departments to gather information to reach creative solutions for each department.
* Creates and implements web design concept, layout, and content. Creates high-quality graphics for web use.
* Designs and constructs web pages/sites with varying levels of complexity including incorporating graphic user interface (GUI) and other techniques.
* Maintains and provides ongoing design and redesign of website(s).
* Interprets communication needs of client and recommends web design possibilities.
* Coordinates and gathers information for site management.
* Checks and corrects links, troubleshoots problems with appropriate college/department personnel.
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| Skills: | Our ideal web designer intern should have the following skills:* Experience with interface/information design and a thorough understanding of computer applications for web site development.
* Experience with graphic design and layout tools.
* Thorough understanding of the latest design/new media trends.
* Broad understanding of web and browser-related issues.  Must be able to take projects from concept to completion.
* Ability to introduce innovative design to increase site productivity, traffic to specific/desired areas, positive user experience and business results.
* Ability to interact with various internal departments to resolve questions of program intent, data input and output requirements and internal checks and controls.
* High attention to accuracy and detail.
* Strong oral and written communication skills.
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| Application Instructions: | To apply, please submit a cover letter, resume, and unofficial transcript to andrea.stalker@nau.edu. |  |
| Total # of weeks | 16 |  |
| Total # of hours/week | 10 (3 units) – 20 (6 units) |  |