

IOWA STATE UNIVERSITY  
MEMORIAL UNION

**TITLE:** Graphic Design Intern (student)

**GENERAL DESCRIPTION:**

The Marketing and Graphics team at the Memorial Union is seeking a self-motivated individual to assist our team in creating advertising, signs, flyers, etc. for departments in the Memorial Union. This position also qualifies as the internship requirement for the graphic design program and can be completed in usually 2-3 semesters.

The Memorial Union serves as the main event, programming, and meeting space for the Iowa State campus and the surrounding community. We are known for providing high-level entertainment, engaging programs, outstanding services, and collaborative partnerships that align with the academic mission and [principles of community](#) at Iowa State University.

**DUTIES AND RESPONSIBILITIES:**

- Gathers direction from work orders, design supervisor, and/or clients.
- Coordinates with supervisors for copy writing needs and design direction.
- Creates layouts, including gathering photography and illustrating as needed.
- Creates signage.
- Creates displays using large scale elements as needed.
- Maintains office design files and archives records; cooperates with other designers in maintaining office.
- Performs other related projects as assigned.

**KNOWLEDGE AND EXPERIENCE:**

**Required:** Undergraduate student enrolled in Graphic Design program. Must be familiar with Macs and Adobe Creative Cloud software, and general word processing and internet applications. Prefer some ability with freehand illustration.

**REPORTS TO:** MU Graphic Designer

**Hours:** 10-15 hours per week

**Pay:** \$11/hour

**Application:** Email a resume, cover letter, and link to a portfolio to [mugraphics@iastate.edu](mailto:mugraphics@iastate.edu)