



**Student Affairs**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

# Women's Resources Center

## *Graphic Design Intern*

### **Our Work**

The Women's Resources Center (WRC) is a unit of the Office of Inclusion and Intercultural Relations (OIIR), which seeks to improve campus climate by providing transformative learning experiences to the Illinois community that result in an appreciation for cross-cultural engagement, awareness of gender/women's issues, and visibility of diverse women across the University of Illinois. The WRC supports and connects students, linking them with faculty, alumnae, staff, community leaders and other students through programs, workshops, mentorship, fun activities and networking events focused on the intersectionality of sexism and other forms of social identity. The WRC also provides confidential support and advocacy services for students, staff, and faculty, when they are faced with difficult or emotionally traumatic incidents such as harassment, stalking, sexual assault, or abuse within a relationship. The WRC is responsible for directing prevention programs intended to end these types of abuses as well, including the First Year Campus Acquaintance Rape (FYCARE), ICARE, I Heart Healthy Relationships, and GUARD programs.

### **Internship Description**

The Graphic Design Intern for the Women's Resources Center is responsible for assisting the unit in creating engaging materials for promotion of our programming and resources. This internship focuses on creating visual materials in various mediums such as posters, social media graphics, and digital signs. The graphic design intern will also assist in disseminating those materials.

### **Responsibilities Include:**

This internship will entail a mix of administrative and substantive work, including:

- Designing promotional and resource materials
- Reformatting materials for different mediums (e.g. reformatting a flyer to be social media friendly)
- Disseminating promotional material through digital channels such as social media, and digital signs
- Updating Online Calendars
- Social media content creation



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- Other administrative duties as assigned

### Expectations:

- Strong graphic design skills, and experience using design software, including Microsoft Publisher, Canva, and Adobe Illustrator.
- Attending a mandatory intern orientation on Monday, August 24<sup>th</sup>, 5 – 8 p.m.
- Committing to a minimum of 10 hours of work per week and consistently tracking those hours
- Attending biweekly intern meetings on Tuesdays, 4 – 5 p.m.
- Participating in professional development opportunities
- Completion of a final project, including a presentation of successes to volunteers, other interns, and staff
- Clear and open communication with supervisor and other WRC staff

### What interns can expect to gain from this experience:

- Interns will gain hands-on experience in graphic design and communications
- Interns will expand their understanding of issues related to intersectional gender equity
- Interns will increase their professional writing and editing portfolio
- Interns will gain a better understanding of the communications process of a university
- Interns have the opportunity to sign up for an in-depth resume review by WRC staff

### To Apply:

Complete the application found here: <https://forms.illinois.edu/sec/3244939>. You will also be asked to upload a cover letter, resume, and portfolio / work sample at the end of the application in PDF format. The cover letter should include information on why you would like to intern at the WRC, what unique qualities you bring, and how this internship fits into your future goals. All intern candidates will be invited to an interview before being officially selected.

Applications will be accepted on a rolling basis until the positions are filled, and interviews will be scheduled as soon as possible after the application has been received.



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### **Compensation:**

While this is an unpaid internship, students can potentially earn credit hours as an independent study through the Department of Gender and Women's Studies. If you are interested in obtaining academic credit, please indicate when applying.