Employment or Internship Opportunity for Graphic Design Majors
@ Made in Millersville Conference

The Made in Millersville coordinators seek a highly motivated and skilled student to serve as the Graphic Designer for the annual Made in Millersville (MiM) conference. The position will provide students with hands-on experience applying graphic design concepts to the real world conference setting. The position may include developing both print and online products including logos, advertisement posters, banners, t-shirts, a schedule booklet, wayfinding signage posters and more! The graphic designer will work in a team environment collaborating with Conference Chairs and other interns. The intern will work approximately 20 hours per week at a rate of $8.65/hour.

Learning Opportunity:
In this position, students will learn:
- how to produce high-quality conference materials
- how to communicate effectively with a diverse group of professionals
- communication and project management skills
- InDesign skills
- time management skills
- how to be self-motivated

Primary Responsibilities:
The Made in Millersville Graphic Designer is responsible for creating final products to promote and capture what is happening at the annual Made in Millersville conference:

- Work with the university graphic designer to create and publish
  a. a full conference program (both print and online)
  b. a schedule at a glance (both print and online)
  c. maps
- Reflect any updates on the conference web site pertaining to the program and schedule
- Update conference-related promotional materials, e.g., posters, signs, table tents, spots, postcards
- Work with the Data Management and Conference Communication and Scheduling interns to develop a sched.com mobile conference site.
- Attend required meetings with Conference Chairs
- Keep a weekly log of completed work and update MIM planner with final products
- Meet regularly with and update the supervisor in the most timely and effective manner
- Participate in 2 reflective meetings (in the middle and the end of the semester)
- Complete a reflection paper about your working experience at the end of the semester
- Create a case study to showcase all of your design work
- Participate in an exit interview (if needed)
Secondary Responsibilities:
- Assist with MiM conference set-up and strike.
- Assist with event management during the MiM conference.

Organizational Relationship: The graphic designer will report to Tatiana Pashkova-Balkenhol but will work with the other members of the Conference Intern Team and Conference Chairs on a regular basis. Day to day tasks will be supervised by the Conference Intern Team Lead.

Performance Standards: Creativity, problem-solving skills, communication skills, timeliness, and reliability are essential to meeting the needs of MiM. Performance will be considered satisfactory when:
- the objectives agreed upon have been met within a specified time frame
- the assigned responsibilities have been performed in a competent and consistent manner
- effective collegial relationships exhibited with team members.

Minimum Qualifications:
- Course-work or experience in graphic design
- Excellent written and oral communication skills
- Ability to think creatively and problem-solve independently
- Ability to work semi-independently and meet deadlines on-time
- Ability to work as a member of a team
- Previous experience in graphic design
- Previous experience using the Adobe Creative Suite including InDesign

Preferred Qualifications
- Sophomore or Junior standing
- Desire to work for the conference for two consecutive years

To apply please send a resume and cover letter addressing your qualifications to Tatiana @ tpashkovabalkenhol@millersville.edu by October 1, 2018. The cover letter can be addressed to the Made in Millersville Coordinating Committee. Questions regarding this opportunity can be sent to the same email address.