



Marketing Team Positions: Graphic Designer and Photo/Video Intern

The Center for Identity + Inclusion is home to the Office of Multicultural Student Affairs (OMSA), LGBTQ Student Life, and Student Support Services. We are currently seeking a **Graphic Designer** and a **Photo/Video Intern** to join our Marketing Team. These positions will work with full-time staff to implement a comprehensive marketing plan for a variety of programs and resources. **Sample responsibilities for each position appear below:**

Graphic Designer (10 hours/week)

This position requires a high level of proficiency with graphic design and Adobe Creative Suite, including InDesign, Photoshop, and/or Illustrator.

- Take the lead on graphic design for programs sponsored by our offices. This may include creating flyers and graphics, developing a quarterly brochure, etc. These items are generally distributed by email to an audience of 10,000+ subscribers *and* printed. Meet with full-time staff and the Programming Team to brainstorm concepts.
- Explore opportunities to raise the visibility of our offices and promote engagement. Research and design promotional items (i.e. giveaways for Orientation and Graduation).

Photo/Video Intern (30 hours/month)

This position requires experience with photography, video recording and editing, and/or digital asset management.

- Take high-quality photos at events and as part of photo campaigns to post on our website/social media. Request permission from people who appear in photos.
- Film and edit short documentary, educational, and promotional videos to share stories, raise awareness about resources, and drum up excitement for programs. Assist with developing concepts and/or scripts for digital media projects. Work with the rest of the Marketing Team to share videos with campus community.
- Organize and manage digital assets. Share photos and videos with campus partners as appropriate.

Marketing Team members may also be asked to assist with website management, social media platforms, and/or email marketing systems.

Qualifications: Applicants for the Marketing Intern position must be currently enrolled undergraduate students at the University of Chicago in good standing at the time of application and throughout employment. Additional requirements include:

- Commitment to diversity and social justice. Interest in utilizing marketing and communication skills to advance the goals outlined in our Vision and Mission Statements.
- Attention to detail and ability to follow a range of editorial and visual identity guidelines.
- General knowledge of campus programs and resources.
- High level of initiative and motivation.
- Students eligible for work-study preferred, but not required.

Position Requirements:

Marketing Interns will begin in mid-September 2017 and work with us throughout the academic year. The Photo/Video position may require attendance at evening/weekend events. All student staff members are expected to attend trainings and team meetings. Work schedules are created based solely on class schedules and other academic obligations.

Compensation: \$12.00 per hour

Application Instructions:

- Please visit <https://inclusion.uchicago.edu/student-employment> to submit a cover letter and resume.
- We may ask you to submit an example of your work (i.e. a design portfolio or flyer you made using an Adobe Creative Suite program, a series of photos you took at an event or a short video you created, etc.) prior to an interview.
- Questions? Contact Gaby Ortiz Flores at gabyo@uchicago.edu.

NOTE: The above statements are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Center for Identity + Inclusion staff reserve the right to amend and change responsibilities to meet business and organizational needs.