Graphic Design Student Assistant

(OPEN TO ALL MAJORS)

10-15 hours per week for the fall and spring semesters

Flexible schedule

Title:
Graphic Design Student Assistant

Description:
Do you have a passion for visual storytelling? Then, we want you! The Lynch School of Education at Boston College is looking for a creative, talented, and self-driven Graphic Design Student Assistant. The ideal candidate must have a strong sense of color, typography, information hierarchy, and layout. The assistant should also be well-versed in creating graphics for social media and other digital media purposes. Our intern will work with the Communications Specialist to produce content for our channels, including, but not limited to: Facebook, Twitter, YouTube, Instagram, LinkedIn, and the web. The internship will provide real-world experience in social media management and operational graphics.

Responsibilities:

• Report to and work closely with the Communications Specialist on all materials
• Manage multiple projects with differing timelines and requirements
• Follow BC’s and the Lynch School’s brand standards and identity
• Create digital assets for the Lynch School’s social media accounts and website
• Upload videos of Lynch School events to YouTube
• Stay current with emerging design trends and evaluate its potential uses
• Pitch and present design ideas for campaigns and single pieces of content
• Other duties as assigned

Requirements:

• Creative problem solving and brainstorming skills
• Experienced and proficient in print, web, and other media
• Experienced in using the full Adobe Creative Suite
• Willing to take direction and work quickly and efficiently
• Comfortable executing in a variety of design styles
• Availability up to 15 hours/week (minimum of 10 hours)

To apply, please submit your résumé and portfolio items as .PDF files. Electronic portfolios should be submitted via a link. **There is a possibility for the position to continue through additional semesters.**