Position Title:
Communications Intern: Graphic Designer & Multimedia Specialist
Institute of Environmental Sustainability
Loyola University Chicago
LUC.edu/sustainability

Summary:
Are you good at podcasting? A whiz at web updates? If you’re an expert with Adobe InDesign, Photoshop, WordPress, Mailchimp and various other multimedia platforms the IES Communications Team needs you! Loyola University Chicago’s Institute of Environmental Sustainability (IES) seeks an enthusiastic, outgoing, and organized Communications Intern who specializes in graphic design and visual communication for 10-15 hours per week at the Lake Shore Campus.

Essential Duties and Responsibilities:
The successful candidate will work closely with the IES Communications staff to assist with implementation of the IES brand across campus and beyond. This includes contributing to internal and external communications of the Institute including:

- Compiling and updating the IES Student Bulletin;
- Making scheduled website updates;
- Designing and writing brochures, flyers, and banners that adhere to IES and University brand standards;
- Developing regular social media posts;
- Using your own creativity and interest in environmental issues along with your expertise to create compelling communications pieces for IES.

In addition to the duties listed above the individual will also:

- Create and assist with content for the IES and LUREC websites, e-Newsletters and social media;
- Assist with major IES events and conferences;
- Other duties as assigned.

Our ideal candidate will enjoy working with people, thrive in a fast paced environment, be a self-starter, meet deadlines, and possess a commitment to excellence and pride in one’s work.

Qualifications:
The successful candidate must be currently enrolled full-time with an interest in learning and growing with us. Microsoft Office skills, including Outlook and basic graphic design experience are required. This candidate should be well-versed in Photoshop and Adobe InDesign and familiar with
content management systems or have worked in Loyola’s T4. Experience in social media management for a professional setting is strongly preferred. Journalism and photography experience is preferred, but not required.

The candidate must have excellent visual, written and oral communication skills; strong organizational and interpersonal skills; demonstrate reliability and professional conduct; have a strong work ethic; be resourceful and detail-oriented. He or she must be able to work as part of a team in a service-oriented, fast-paced environment, and be effective in working with diverse groups of people, including students, colleagues, alumni and faculty.

To apply, please send a resume, cover letter, 3 graphic design samples, and your fall semester’s class and potential work schedule to Shanna Yetman, IES Communications Coordinator at syetman@luc.edu by August 11, 2017. We will be accepting applications on a rolling basis over the summer and will keep the position open until filled. This means that it is imperative to submit your application early. We are happy to conduct interviews remotely.

_Loyola University is an Equal Opportunity/Affirmative Action employer with a strong commitment to hiring for our mission and promoting diversity. Applications from women and minority candidates are especially encouraged._