The Center for Leadership Development and Campus Connections

Title: Graduate/Undergraduate Graphic Design Internship

Location (address, city, state): Montclair, NJ

Job Type: Co-op/Internship

Compensation Type: Non-paid

Wage (optional):

Start Date: 9/6/2017 Close Date: 9/1/2017

Job Description: The Center for Student Involvement is searching for an undergraduate/graduate student at Montclair State University to intern with the Coordinator. The student will be expected to fulfill the entire internship period for the Fall 2017 academic school year. The intern will work closely with the Coordinator, and not only gain the opportunity to support and propel students at MSU, but also a valuable work experience within leadership development.

Primary Responsibilities: Primary focus is on developing flyers, brochures, website design, HawkSync pages, and posters. Assist in the planning and implementation of the Leadership Institute.

Coordinate and hold involvement and leadership informational tables, manage and oversee the guest speaker internet broadcast series, assist in the management of OrgSync, Social Media, and the leadership website, design “Prezi’s” and hold workshops on personal and professional development for students, assist with the selection and recruitment of the Peer Leadership Presenters, assist in the planning of Cross Training for Student Leaders, assist with promotional materials (bulletin boards, brochures, flyers, etc), assist with designated CSI events, meet bi-weekly with the Coordinator or Graduate Assistant, complete transition materials and reflection on the experience upon completion, other duties as assigned by supervisor.

Qualifications:

- Minimum 2.75 GPA
- Previous leadership experience preferred
- Must be at least a sophomore at MSU
- Excellent written and verbal skills
- Strong organization skills
- Data entry skills – Use of Excel
• Knowledge of relevant technology
• Prezi’s software knowledge

**Application Instructions:** Apply at Hawksync at [https://orgsync.com/89629/chapter](https://orgsync.com/89629/chapter) and click on the Form Tab to view application.

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**Disclaimer Information**

**About the organization:** The Center for Leadership Development is dedicated to the enrichment of all Montclair State University community members through providing programs and services founded on personal, professional, academic, and leader development.