



**BRYANT** EDUCATIONAL  
LEADERSHIP GROUP

## *Graphic Design & Website Internship*

### **JOB DESCRIPTION**

#### ***About the Bryant Educational Leadership Group (BELG)***

BELG was started based upon the principle, *we stand on the shoulders of giants, and to whom much is given, much is required*. Its mission is to enable, equip, and empower student leaders to transform themselves, their campuses, their communities, and the world.

BELG is seeking a graphic design & website intern to assist in the development of promotional materials for all of its programs. The intern will report directly to the VP of Operations and work closely with the Leadership Team.

***Duration:*** One academic year (Fall & Spring semesters, with the option to extend into Summer)

***Hours:*** Preferably 10 hours per week. Schedule is negotiable.

***Compensation:*** This position is not compensated; however, intern may be eligible for college credits.

***Application Deadline:*** July 18, 2014 at 5pm EST

#### **DUTIES & RESPONSIBILITIES**

- Assist in the design of graphic communications for print and web. This could include logos, direct mail pieces, promotional items, website, social media graphics, posters, flyers and other marketing materials.
- Work closely with the Leadership Team to translate messaging concepts into marketing materials.
- Create videos that will be utilized for promotional marketing and during BELG programs.
- Work closely with the Marketing & Communications Intern to develop ways to engage student delegates and other program participants.
- Attend required meetings (approximately 3-4 per month)

#### **QUALIFICATIONS**

- Proficiency in Adobe Illustrator (*required*), Photoshop (*required*), InDesign (*preferable*), Dreamweaver (*preferable*) and/or other common design and layout applications.
- Familiarity with WordPress and editing websites (*preferable*).
- Current undergraduate student preferably majoring in: Graphic Design, Marketing, Media Arts & Design.
- Proficiency in Microsoft Word, PowerPoint & Excel.
- Ability to define and meet deadlines.

- Flexible and proactively takes on assignments and responsibilities.
- Must be a self-starter and effective communicator.
- Must have the ability to work independently and with a team.
- Must be organized and detail oriented.
- Enthusiasm for the mission of BELG.

#### APPLICATION REQUIREMENTS

- Complete the BELG Internship Application including a cover letter that answers the question “Why you would like to intern with BELG?”
- Personal artwork samples (flyers, logos, websites, etc.) in PDF format.

#### HOW TO APPLY

- Email completed application, artwork samples & a résumé to [info@belgllc.com](mailto:info@belgllc.com) (application must be signed) by Friday, July 18, 2014 at 5pm EST

*Bryant Educational Leadership Group, LLC is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.*



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## INTERNSHIP APPLICATION FORM

*BELG is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.*

*In order to be considered for an internship, you must submit a signed and completed application form along with your resume. Please refer to the position description to determine if additional application items, such as a writing sample, are required. All application items must be submitted as a complete package (excluding reference letter). Incomplete applications will not be reviewed.*

**Name(s) of Internship(s) Applied For:**

**Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_  
\_\_\_\_\_

**Permanent Address:** \_\_\_\_\_  
\_\_\_\_\_

**School Telephone Number:** \_\_\_\_\_ **Permanent Telephone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Are you legally eligible to work in the U.S.?** \_\_\_\_\_

**If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment?** \_\_\_\_\_

**Are you requesting that your college grant you credit hours for your internship?** \_\_\_\_\_

**Dates available to perform internship:** \_\_\_\_\_

**If you do not receive an internship with BELG, would you be interested in being considered as a volunteer during one of our programs?**      **Yes**                      **No**                      **If so, which one(s) & where?**

**Education:**

TYPE OF SCHOOL	NAME AND LOCATION	DEGREE/DATE	MAJOR
High School	_____	_____	_____
College	_____	_____	_____
_____	_____	_____	_____

Scholastic Honors and/or Licenses: \_\_\_\_\_

\_\_\_\_\_

**Employment History** *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor (Name & Title): \_\_\_\_\_

Position Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Relevant Professional References** (*minimum of 2 required, no family members*)

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Company/School: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Publications and Articles: \_\_\_\_\_

Community/professional organizations, honors and awards: \_\_\_\_\_

Activities/Organizations relevant to the internship(s) for which  
you are applying: \_\_\_\_\_

**SHORT ANSWER: Explain the reason programs such as those sponsored by BELG are important.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INTERNSHIP PROGRAM INFORMATION

**Eligibility:** A candidate must be a graduate student; an undergraduate student; or have graduated from college within 12 months of beginning the internship.

**General Information:** Interns are expected to work the hours indicated on each position description. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the BELG and intern's college or university. All interns are subject to the applicable BELG employee rules and will be required to complete a Learning Contract.

**Application Procedures:** Candidates must complete an application and submit it along with a cover letter. Cover letter must answer the question "Why you would like to intern with BELG?"

NOTE: Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package(excluding reference letter). Incomplete applications will not be reviewed.

**Application Deadlines:** Applications must be received via email or fax by July 18, 2014

**Email or Fax Applications to:** Subject: "Your Name," "Name of Internship Position"  
Email Address: [info@belgllc.com](mailto:info@belgllc.com)  
Fax Number: (317) 405-8323

**For More Information Send an Email to [info@belgllc.com](mailto:info@belgllc.com)**

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