



UNIVERSITY OF OREGON

Document Production, Layout and Graphics Specialist

Compensation: Paid intern, \$12/hr

Hours per Week: 5-10

Start Date: As soon as filled

End Date: continuation based on need, funding availability and performance

Position Type: Internship

Description: This position will work with CSC leadership and program faculty to develop document templates in InDesign and Word, layout and produce reports, and assist with report and data graphics.

Qualifications:

Required Qualifications:

- Junior/Senior/Graduate Student status in good academic standing
- Deep familiarity with document production in InDesign, Word, PowerPoint
- Excellent written and verbal communication skills
- Ability to work effectively independently as well as part of a team
- Excellent organizational skills, self-motivated, ability to prioritize tasks effectively

Preferred Qualifications: Experience in document production, infographics, and logos

Supervisor(s) Name: Bob Parker

Application Deadline: Friday, June 3, 2016 (see below)

Application Instructions: For priority consideration please submit a cover letter, resume, and two references (name, title, and contact information) and at least two related work samples ALL IN ONE PDF DOCUMENT to Julie Foster, at jdfoster@uoregon.edu by 5pm on June 3, 2016. Applications received after that date will be considered until position is filled.

Number of Openings: 1

Work-Study?: Desirable, but not required