

YOUR LOGO
HERE

Company Name

Job Title:	Web Designer	Start Date:	
Location:		Job Code:	
Wage:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
How to Apply:			
By Fax or E-mail: (123) 555-0123 or email@company.com Subject Line: [Your subject line]		By Mail: [Contact] [Address]	
Job Description and Qualifications			
<p>About Our Company (insert detailed information about company here)</p> <p>We are looking for an intern with Web Design experience to assist with development of company's Multiple Websites and some print layout design. Candidate must be very proficient with Microsoft Expression Studio. FrontPage a must, Publisher and Silverlight a plus! Candidates should be junior or senior students studying Graphic Design or a related field.</p> <p>Related experience from jobs, involvement in on-campus organizations, or other internships is helpful. This position can lead to a permanent position in the company. Non smoker is preferred. This is an unpaid on and off site position with lots of opportunity to gain a wealth of experience and possibly lead to full time junior designer. A stipend may be offered depending on circumstances. Hours: 20 hours per month. Regular communication is A MUST.</p> <p>General Requirements</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Able to operate at an intermediate level of written and spoken communication; write and speak clearly and effectively • Must be extremely flexible and able to manage multiple tasks and priorities on very tight deadline <p>Technical Requirements</p> <ul style="list-style-type: none"> • Strong knowledge and administrative experience on Windows Platforms • Familiarity with search engine optimization beneficial • Experience using Microsoft Expression Studio <p>Experience in finding and creating compelling images</p>			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	