



Web/Graphic Designer Intern/ *Paid Internship*

Ohio Department of Public Safety/Communications Office

1970 West Broad Street, Columbus, OH 43223

<http://publicsafety.ohio.gov/>

Internship date: Summer semester, 2019 (*May 13, 2019- August 17*)

Deadline to apply: April 5

Application Submission Details:

Email application package to Karen Peters, Scripps College Internship and Student Services Specialist

petersk@ohio.edu Harris Student Support Center 108

Application to include:

- **Résumé** (including samples of work relating to intern position)
- Address **cover letter** address to: DO NOT SEND

Ms. Lindsey Bohrer

Assistant Communications Director

Ohio Department of Public Safety

1970 W. Broad St.

Columbus, OH 43223

Internship Qualifications:

- Junior, Senior or Graduate Student enrolled in good standing at the Scripps College of Communication. Additional qualifiers include:
 - Must be currently enrolled in an accredited college/university, as verified via official or unofficial transcript or letter on letterhead from the Registrar's Office confirming enrollment. (Documentation for summer may vary)
 - Be in good standing with the college/university, as verified via transcript
 - Have a minimum grade point average of 2.0
 - Be enrolled in at least one course
 - Be pursuing a degree or finishing a degree
- Experience in Web Design, degree study in Web Design, Graphic Design, Fine Arts or related field. Individual must be able to perform essential duties satisfactorily.
- Must be able to work in a creative team environment. Excellent time management and organizational skills. Experience with interactive information design, navigation, user

interface design and usability principles. Knowledge of Web page layout principles, limitations and constraints, and a strong eye for detail. Proficient in Dreamweaver, Fireworks, Photoshop, InDesign, Illustrator, and Adobe Acrobat Pro Proficient in HTML and CSS. Familiar with digital media.

- Knowledge of media strategy and planning options and the media role in integrated communication.
- Strong communication skills and ability to work in a fast-paced environment.

Internship Responsibilities/A description of the position:

- The Web/Graphic Designer Intern is responsible for design and enhancements of the Ohio Department of Public Safety's various websites in alignment with the Department's and its Divisions' strategies and direction.
- Collaborates with DPS Communications staff and stakeholders to determine website needs.
- Evaluates the quality and completeness of source materials. Obtains additional information through alternate sources, including on- and offline research and interviews.
- Accurately interprets strategic and creative requirements and evaluates the time and effort required for each project and meets specified deadlines.
- Critiques other designs and solicits feedback on web pages produced in a collaborative, team environment. Presents work for approval, negotiates changes, and corrects and revises work until approved.
- Contributes to development of DPS and division brands, identity and style.
- Determines and recommends new technologies to utilize, such as tools, browsers, languages, and plug-ins, based on needs.
- Conceptualizes long-term needs of Web development, and plans and manages related projects.
- Stays current with any industry-wide changes in design philosophy and any new tools and technologies being used for web design.
 - Available to work minimum 20* hrs./week and up to a maximum 40 hrs./week in summer) between 7:00am -5:00pm in Columbus, OH. Flexible with hours.
 - During Fall & Spring semester can work 16 hours or two 8- hour days.

Skills and Software Ability Needed:

- Design and construct web pages using HTML and CSS. Design page layouts for publications. Animation, integrating video, and audio is a plus.
- Experience writing, editing and crafting content for the on-line user experience.

Application Submission Details:

- Resume, cover letter, samples of work related to Intern position.
- Please note the following information as it relates to the Intern program at the Ohio Department of Public Safety:
 - College interns are temporary, exempt, unclassified employees.

- Each intern goes through a records check and BCI fingerprint check prior to beginning employment with Public Safety. Once the student is approved through our background process, we will work with you to determine hire dates.
- Below are the pre-hire forms each student who is selected will need to complete and Ohio Department of Public Safety HR can assist with obtaining the forms:
 - State of Ohio application
 - Unclassified service explanation of agreement
 - Supplemental employment agreement (DPS 0150)
 - Nepotism statement form (DPS 0149)
 - Applicant background information form (DPS 0101)
 - Student Status form

Stipend Amount *Undergraduate students – Junior \$13.72/hr., Senior \$14.72/hr.;*
Graduate students – 1st yr. \$15.75/hr., 2nd yr. \$16.75/hr., 3rd yr. \$17.75/hr.