

Student Intern - Graphic Designer
e-Publishing
Monterey Park, CA Office Location

Statement of Position:

Under direct supervision of the Staff Services Manager II, the student intern works with Adobe Creative Suite and MS Word to modify, create, and set-up for press, publications, flyers, posters, etc. Student may also create ePubs and work in HTML.

- 85% Work with In Design, Photo Shop, Illustrator, Dreamweaver, Word, and Excel programs and files while creating, updating, and preparing for press, posters, brochures, flyers, report covers, charts, diagrams, newsletters, tax information bulletins, forms, manuals, tables, display materials, advertisements, etc. Interpret and apply agency standards in preparing layout and design, selecting style, size, and type, determining letter and line spacing, column sizes, footnote placement, and placement of maps, exhibits, graphics or photographs. It also includes scanning and importing text, graphics, or photographs, modifying and retouching images. Check electronic files for proper links, inclusion of correct fonts, proper color separations, page impositions, and other requirements for designated output devices and will resolve problems encountered in the creation and production of text or graphics. The student will also convert electronic files for clients from one platform to another including creating ePubs from In Design files and convert In Design files to HTML.
- 10% Design web pages, animations, banners, and buttons.
- 5% Research and compile information for various projects, work with electronic filing systems.

Job Requirements

Knowledge of:

- Adobe Creative Suite. including In Design, Photo Shop, Illustrator, Dreamweaver, and Acrobat
- Microsoft Word and Excel
- Basic principles of typography including fonts, point sizes and spacing
- Current Design trends and practices
- Basic printing and publishing terminology
- Basic color theory, separation, and imposition
- Typical office duties and protocol

Ability to:

- Perform detailed, accurate work while updating and creating various types of documents.
- Typeset and proofread accurately and utilize correct punctuation, spelling and grammar.
- Learn layout, format, and design techniques while creating various documents.
- Learn conversion process used to create ePubs.
- Communicate effectively both verbally and in writing
- Follow oral and written directions
- Work in a high rise building

Desirable Qualifications

- Demonstrated artistic and creative ability
- Strong graphic design aptitude
- Understanding of Internet programming languages
- Work with electronic filing systems and databases

Work Week/Hours

- 15 – 20 Hours/week

Location: This position will be located in our Monterey Park, CA office

This is an unpaid student internship

To Apply: Please email your resume for consideration to:
carmen.garcia@boe.ca.gov

Or US mail to:
Ms. Carmen Garcia Board of Equalization
Internship Coordinator
450 N Street, MIC 15
Sacramento, CA 95814