

WEB DESIGN MANAGER

Computers 4 Us
181 Elm Rd. NE
Warren, Ohio 44483
www.computers4us.com
computerz4us@aol.com

Phone: 330-373-0990
Fax: 330-373-0991

JOB DETAIL

Graphic/Web Designer (Internship)

Company or Recruiter	Computers 4 Us
Industry	Internet
Function	Web Design
Location	Warren, Ohio
Position Level	Entry Level
Position Type	Summer Internship
Intern Paid	No

- **OPPORTUNITY**

This is the ideal position for a motivated, quick learner who is goal-oriented and enjoys working in a fast-paced environment.

POSITION

As a Graphic/Web Designer at Computers 4 Us, you will use current web and graphic design software to produce content for websites, applications, platforms, email newsletters and other online media that support our initiatives. Specific responsibilities include:

- Develop graphics, animations and layout concepts, in support of Computers 4 Us' online and offline efforts.
- Create, edit and maintain display content and user interfaces, to include websites.
- Stay current on design and graphic/web trends and techniques and new versions of existing software.
- Support projects and initiatives for Computers 4 Us in Sales & Marketing, Operations, Business Development and Customer Relations.
- 3-month commitment, with minimum of 8-10 hours per week.
- Specific internship positions may be available on a year-round basis.

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BENEFITS

- Letter of recommendation from the CEO of the company, upon successful completion of the internship assignment.
- Excellent resume builder - real world experience.
- College credits, for participating universities.
- Possibility of future employment.

SKILLS AND ABILITIES

The candidate must demonstrate the skill and ability to:

- Think logically and be able to articulate thoughts in a clear, concise manner.
- Comfortably work both individually and as part of a remote workgroup.
- Take ownership of assignments and see them through to completion.
- Know when to ask questions or ask for help.
- Efficiently manage several (small) concurrent assignments.
- Quickly learn and adapt when dealing with unfamiliar systems, applications or processes.
- Be able to communicate clearly and effectively with managers and co-workers.
- Meet deadlines and complete work in a timely and efficient manner.
- Display exceptional follow-through, personal drive and the desire to make a difference.

QUALIFICATIONS

- Strong graphic design layout, web design and typography skills.
- Some knowledge of HTML and CSS.
- Some knowledge of PHP, JavaScript and Flash a plus.
- Proficient with MS Office (or similar).
- Experience conducting research assignments using the internet a plus.
- Some knowledge of graphic design and website design tools, such as: Photoshop, Illustrator and Flash.
- Eye for visual creativity (graphics, layout, design), with a specific aptitude for user interface design and usability.

Please make sure you have read and understand our requirements before submitting your resume.

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APPLICATION

STUDENT INFORMATION

NAME (last, first, middle) _____

CURRENT ADDRESS _____

CURRENT TELEPHONE _____ DATE OF BIRTH ____ / ____ / ____ M __ F __

SCHOOL, COLLEGE OR UNIVERSITY

Name _____

Major _____ GPA _____

Expected Date of Graduation _____

Approximate Dates of Availability for Internship _____

I am applying for:

Internship _____ Administrative Assistant _____ Computer Repair Technician _____ Database Management _____

Website Design _____ Girl's Voices Program _____ (Ages 7-13)

SPECIAL SKILLS (Attach resume, if applicable)

Computer Skills

Office Skills

