

Graphic and Digital Design Intern

REQ210346

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Administrative Services Grade 3 (int)

Job Purpose

To work as part of the Creative and Print Services design team to undertake creative design for University and external customers using industry standard technology and software.

Job Duties

- To produce work for a wide range of design applications including printed material, web/digital collateral using Adobe CC InDesign, Illustrator, Photoshop and Microsoft Office 365 on Apple Computers using the latest MacOS operating system.
- To manage design jobs from start to finish – including liaison with clients and other Creative and Print Services colleagues as appropriate.
- To build technically sound press-ready artwork and digital elements for online and social media use.
- To assist the design team in ensuring the correct use of Loughborough University's corporate identity.
- To work to agreed procedures for the organisation and archiving of work produced.
- To maintain a knowledge of current and future design trends, software, apps through personal interest, ongoing training and self-development.
- Undertake any other duties as may be assigned by the Design Team Leader or Head of Brand.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Design Team Leader.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Qualifications	Loughborough University students who are graduating this academic year (July 2021) or Part B student currently studying at Loughborough University.	1
Experience	Whilst prior employment is not essential, applicants would be expected to demonstrate experience on real world projects as part of their portfolio. Please provide a link to download or view your portfolio online.	1, 3
Skills and abilities	Good knowledge of professional design software: Adobe CC InDesign, Photoshop and Illustrator.	1, 2, 3
	Demonstrate excellent design and typography skills with an outstanding portfolio of conceptual work.	1, 2, 3
	Conversant with Apple Computers and MacOS.	1, 2, 3
	An understanding of how to prepare artwork for print and create files for a variety of digital formats.	1, 2, 3
	Demonstrate the ability to prioritise workload, use initiative, manage deadlines and work individually and as part of a team.	1, 2, 3
	Show good written, communication and presentation skills.	1, 3
	Excellent attention to detail.	1, 2, 3
Training	Show commitment to maintaining up-to-date knowledge on emerging design techniques and technologies.	1, 3
	Show a willingness to undertake further training and to adopt new procedures as and when required.	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of designing for an HE environment.	1, 3
	Experience of working in a design/creative setting.	1, 3
	Experience of designing for the web and other digital channels.	1, 3
Skills and abilities	Knowledge of Microsoft Word and PowerPoint, and the ability to harness their design functions.	1, 2, 3
	Knowledge of preparing artwork for lithographic and digital printing processes.	2, 3
	Keen eye for photography, video and creative composition of images.	1, 2, 3
	Knowledge of HTML and CSS, Dreamweaver, Sketch or other web design software.	1, 2, 3
	Experience of designing for digital publications and app development.	1, 2, 3
Qualifications	Graduate in Graphic Design or a relevant subject area.	1

Conditions of Service

The position is **full-time** and **fixed-term** for 12 months. Salary will be on Administrative Services Grade 3 (int), (£18,009 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grade 1-5 staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>