Design Lab Program Internships are designed to help undergraduate and graduate students develop skills in design education programming as a part of an active K-12 initiative at the College of Design. Program Interns will be involved with and assigned to a variety of Design Lab programs. Interns will interact with design professionals, prospective students, and faculty, be a part of both the planning and facilitating of programs and projects, and gain hands-on experience in educational program management.

**DESIGN LAB IS HIRING TWO INTERNS:**

- Pre-College Weekend Workshops Intern
- Teacher Professional Development + Field Trips Intern

**RESPONSIBILITIES MAY INCLUDE:**

- Assist with program set-up (preparation of program materials, coordinating with program associate for registration details, setting up classroom furniture and equipment) and assist in facilitating for programs
- Attend planning meetings with appropriate Design Lab staff and program facilitators
- Gather and organize supplies for programs as needed
- Contribute ideas for K-12 design education programs and projects
- Assist with program documentation, evaluation and assessment, and materials archiving

**PREFERRED SKILLS & EXPERIENCE:**

- Skilled in Microsoft Office, Adobe Creative Suite, Macintosh Operating Systems
- Prior experience working with students grades 6-12
- Prior administrative, customer service, or organizational experience (paid or unpaid)
- Adobe InDesign and Illustrator experience is a plus!
- Experience with photo documentation (of projects and events)
- Current NC State College of Design students are preferred

**SCHEDULE:**

Interns are expected to work **5-15 hours per week**. Schedule is flexible but will require some evening and weekend work. **Please include a copy of your class schedule and any dates you are unavailable with your application** (planned vacations, part-time jobs, etc.).

**COMPENSATION:**

Pay for this internship is **$10/hour**. Arrangements for school credit are encouraged. Students should contact their advisors or department heads for criteria.

**HOW TO APPLY:**

Please visit [design.ncsu.edu/designlab](http://design.ncsu.edu/designlab) to apply and for more information on the Design Lab and its programs.

The deadline for applications is **Monday, September 12, 2016**.

**QUESTIONS?**

Please contact Kathleen Collier, Coordinator of Pre-College Programs

Design Lab for K-12 Education

(Brooks Hall 212 A)

Tel: (919) 513-8152

Email: kathleen_collier@ncsu.edu

The applicant must be able to manage many different projects simultaneously and have excellent communication skills. Use of a personal computer and vehicle may be required. Certain specific workdays may be mandatory, to be determined by Supervisor. For specific information about both internship positions please visit the Design Lab website.