



THE EUROPEAN-AMERICAN CENTER FOR INTERNATIONAL EDUCATION

www.provisions.ws, www.euramcenter.com, www.eurabbey.com, www.la-cure.com

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France

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Bloomfield Hills, Michigan 48301

People are our most important asset and we invest heavily into our human resources. Our entrepreneurship, professionalism, spirit and culture create a unique environment in which interns can excel.

The European-American Center for International Education (The Eur-Am Center) and ProVisions, LLC have one of the most recognized and successful internship programs in the world. Whether you are an undergraduate, Master's candidate, PhD, or life-long learner, we have an internship opportunity to help you achieve your professional goals.

We are currently seeking a:

GRAPHIC AND WEBSITE DESIGN INTERN Troy, Michigan

Position Description

Summary:

Designs and creates layouts, visual appearance and usability of the company website using a combination of graphic design skills and technical knowledge of web page creation. Manages and maintains content management system/portal software, administers all user accounts, researches and implements new software technologies, and assists staff with software trouble shooting.

Academic Qualifications:

- High school graduate or equivalent (Required)
- Graphic Design and Website Development coursework (Required)
- Webmaster/Content Administrator (Preferred)
- Bachelor/Master's Degree in Graphic Design and/or related field (Preferred)

Experience and Skill Requirements:

- Previous work experience in web design and development
- Completed courses and/or degree from an accredited institution may be substituted for experience on a year-for-year basis
- Experience using content management applications (DotNetNuke preferred)
- Ability to apply best Web practices and perform accessibility validation
- Ability to code and design for all current Internet browsers, operating systems and platforms

- Proficiency in Photoshop, Illustrator, InDesign (Adobe CS3), Dreamweaver, Flash, Quark, Microsoft, HTML, XML/XHTML/XSL, JavaScript, Actionscript, ColdFusion, CSS2 and other relevant web and graphic design software
- Experience in cascading style sheets, e-commerce and server side technologies such as PHP, Perl
- Understanding of Web technology, architecture and servers
- Strong drawing/graphic design skills
- Highly creative and imaginative
- Excellent communication and teamwork skills
- Analytical ability to solve complex problems

Job Responsibilities:

- Designing marketing materials both print and web
- Creating and producing logos for campaigns, promotions, events, and conferences
- Creating information packages, brochures, and pamphlets
- Assisting in creative projects delegated by immediate supervisor
- Ensure consistent look and feel for ProVisions, LLC, the EUR-AM Center, and its affiliates websites

Compensation:

Based on experience and education. Qualified candidates that are work/study for credit and/or experience are preferred. Work/study internship candidates are often offered part or full time employment upon the successful completion of their internship.

Contact:

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: hr@provisions.ws

Our interns are amongst the youngest, most energetic, motivated and brightest individuals in the world and are extremely sought after by leaders in their field.

Our Vision, Core Values, and Mission energize our organization and people.