



Texas Woman's University
 Career Services
 P.O. Box 425619, Denton, TX 76204-5619
 (940)898-2950 | FAX (940)898-2956
<http://www.twu.edu/career-services/>

**INTERNSHIP/COOPERATIVE EDUCATION
 JOB REQUISITION FORM**

Open Date: Sept. 1st

Beginning Date: ASAP

Rate of Pay: Internship

Hours per Week: 15-20

Title: Web & Graphic Designer

Area of study/Major: Graphic Design

Flexible with students schedule? Yes

Times Needed to Work:

Monday	Tuesday	Wednesday	Thursday	Friday
8-12 or 1-5	8-12 or 1-5	8-12 or 1-5	8-12 or 1-5	8-12 or 1-3

List skills/qualifications needed for this position:

Leadership planning

Networking

Typography

Software Skills (I,e – flash, dreamweaver, etc.)

Creative Thinking

Colour Separating

Print Design and Layout

Template and Slide Design (power point)

Contact Info

Company/Department: Burt & Associates / Sales and Marketing

Contact Person(s): Brandon James Contact Person Position: Client Service Mnr

E-mail: bjames@burtcollect.com

Web site: www.burtcollect.com

E-mail this form to MFuhrmann@twu.edu or fax to (940)898-2956.

Please notify the Career Services Office when a position has been filled to assist us in keeping the Internship/Co-op job board and website current for TWU students. Thank you!

-----**DISCLAIMER**-----

The TWU Office of Career Services makes no representation concerning persons seeking employment from, or the jobs posted on, the Career Services website/social media sites/bulletin boards. The Office of Career Services does not post home based job opportunities. The Office of Career Services reserves the right to decline to post any employment opportunity.