



**www.Provisions.ws**  
**6632 Telegraph Road, Suite 350**  
**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.

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/HXL, 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](mailto: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.*