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# Example of Design Internship Job Description

Our innovative and growing company is hiring for a design internship. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for design internship

* Order Samples / Replenish Stock
* Creating Quotes / Processing Orders
* Maintain and update all fabric charts
* Coordinate and track shipments
* Source/purchase local fabrics, trims
* Organize inspiration, print, and color materials
* Research and create original prints and graphics
* Help create seasonal presentation boards for color, print, and trend
* Assist with daily office maintenance and administrative tasks
* Various independent projects

## Qualifications for design internship

* Strong design skills reflected in a current portfolio of school assignments
* Currently enrolled in a BS/BA or MS program with a mechanical or electrical engineering degree focus
* Demonstrated PC skills (Outlook, Word, and Excel
* Currently enrolled in a graphic design related program that requires you to complete a co-op in order to graduate
* You must be a team player and have a passion for what you do!
* Ability to structure your thoughts and work independently in team