Date:	May 2011
Position Title:	Visual Communications Specialist
Position Location:	18 West 140 Butterfield Rd., Oakbrook Terrace, IL 60181
Supervisor's Title:	Owner, Certified Internet Consultant
Desired Start Date:	Summer 2011 (May-August)

ORGANIZATION INFORMATION AND SELLING POINTS:

WSI – VinMman, Inc. is a local office of the world's largest Internet consulting firm. A leader in Internet marketing, Web development and Web design, WSI has a global network of over 1500 certified Internet Consultants in 87 countries. At this time, the company is looking to add additional resources to meet increasing demand from their retail and wholesale markets. The company is focused on hiring local talent to support their growing needs; part-time interns have been offered full-time positions upon graduation in the past.

LEARNING OBJECTIVES / EXPECTATIONS:

1. Learn to work on a growing team with evolving expectations.
2. Hands-on experience in working with new Internet technologies.
3. **Ability to handle a project from inception to implementation**
4. **High-level understanding of WSI's diverse product offerings.**
5. **Basic knowledge of Web 2.0 design best practices.**

POSITION DUTIES AND RESPONSIBILITIES:

- Assist the lead Project Manager on project delivery.
- Learn to work with proprietary WSI products as needed.
- Deliver finished projects within established timelines.
- Maintain and update workload through Basecamp (project management system).
- Manage client expectations when applicable.

MINIMUM QUALIFICATIONS:

- Sophomore, junior or senior VCT major with a minimum cumulative GPA of 3.00.
- Proficient knowledge of HTML, CSS and Microsoft Windows-based web design software, including Adobe PhotoShop, Adobe Illustrator, Adobe Flash, Adobe Dreamweaver.
- Experience with various platforms and web languages, such as CGI, Perl, JavaScript, ASP, JSP, ColdFusion, PHP, FTP and Wordpress is desirable.
- Excellent written, verbal and listening communication skills.
- Must be team oriented as well as self-motivated enough to be able to work with little supervision.
- Must have laptop that can be used for position; software programs will be provided as needed.

COMPENSATION:

- Flexible hours, pay rate of $15/hour

CONTACT INFORMATION:

Employer:	WSI – VinMman, Inc.
Address:	18 West 140 Butterfield Rd., Suite 1500
City / State / Zip:	Oakbrook Terrace, IL 60181
Main Phone Number:	630.354.8738
Website Address:	www.WSISimpleROI.com
Contact Person:	Kevin Hanneman
Position / Title:	Owner, Certified Internet Consultant
Email Address:	khanneman@wsisimpleroi.com

Internship Description Approved by: _____ **Date:**

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Department Chair's Signature