

**Fashion Design Intern
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=261617>

Downloaded On: Aug. 26, 2025 8:08pm

Posted Aug. 26, 2025, set to expire Nov. 29, 2025

Job Title Fashion Design Intern
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Aug. 26, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Student Aide/Worker

Academic Field(s) Administrative Support/Services

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Apply By Email

Job Description

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Fashion Design Intern

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Fashion Design Intern

Job Description Summary:

With supervision, will perform general administrative duties and/or research functions for the purpose of developing a working knowledge of a specific area of study.

Job Description:

Description of Duties and Tasks

These are some tasks interns may be involved in throughout their intern experience.

- Assist with manual and digital sketches, tech packs, and mood boards for new collections.
- Support prototyping, pattern drafting, and garment sample creation under supervision.
- Research fashion trends, colors, and fabrics to inform brand design decisions.

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- Organize and manage digital design files and portfolio materials.
- Participate in fittings, sampling sessions, and design team meetings.
- Source fabrics, trims, and materials; assist with vendor communication.
- Prepare and style samples for photoshoots, fashion events, and brand launches.
- Manage garment samples and inventory within the studio.
- Help update social media, support marketing campaigns, and create promotional content.
- Handle basic studio operations, errands, and administrative tasks as needed.

Additional Job Specific Duties

Examples of What You Can Expect to Learn:

- The apparel design and product development cycle for businesses
- Research color and design trends
- How to create a design presentation
- Technical design, illustrations, and the elements of a tech pack
- How to create a Time and Action calendar
- How to communicate with wholesale suppliers
- How to source materials
- Project communication skills
- Source and request swatches
- Create mood boards
- Measure samples
- Basic Patternmaking work
- Sample making for production
- Any other ad-hoc ACCFI activities

Knowledge

Entry level position where little to no industry knowledge is acceptable. However, must possess the following attributes so that the essential functions of the job can be performed.

- A demonstrated interest in fashion trends, color schemes, and textiles
- Organized, dependable, and detail oriented
- Clear, professional written, verbal, and interpersonal communication skills
- Willing to learn and take direction
- Great attitude, enthusiastic, and is a team player
- Ability to prioritize work

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- Tech savvy and fast learner
- Can work within tight deadlines
- Inner motivation and work ethic

Skills

- Maintaining an established work schedule.
- Maintaining confidentiality of work-related information and materials
- The ability to work independently within departmental policies and guidelines.
- Respecting a unique and diverse multicultural environment.
- Establishing and maintaining effective working relationships.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work-related information and materials.

Technology Skills

- Demonstrated proficiency with standard office software.
- Use of Adobe Creative Suite
- Will be integrating the use of the Gerber digital solutions package in all design and development stages of the process. Must be comfortable learning and using new technology.

Other Preferred Qualifications

- Degree-seeking student at an accredited Fashion Program.

Physical Requirements

- Work is routinely performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Pay Rate

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\$23.00/hour

Disclaimer:

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.

Number of Openings:

1

Job Posting Close Date:

September 5, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Fashion-Design-Intern_R-8189-1

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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