



Position Title: Part-Time Photography Assistant

Job Code: 8308

Reports To: Art Director

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Photography Assistant reports to the Art Director of the Division of College Communications. The Photography Assistant supports the photographers by expediting the turn-around and filing of photographs while enabling the photographers to remain on assignment.

Duties & Responsibilities:

- Provides staff support to photographers.
- Saves labels and distributes photographs in an accurate and timely manner.
- Expedites the issuance of photographs and captions following major college events.
- Compiles data and assists in the preparation and archiving of photographs.
- Assists with photograph duplicates and enlargements as needed.
- Interprets and applies college policies and procedures as needed.
- Performs other related duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Two (2) years of work experience in still or digital photography or college courses from a regionally accredited institution; or any combination
- Some knowledge of still and digital photography
- Some knowledge of Adobe Photoshop
- Some knowledge of photographic principals, practices and techniques
- Possess strong organizational and communication skills (verbal and written)
- Ability to meet deadlines while working under pressure
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers, employees of organization, and the general public
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to work with user communities of diverse backgrounds and skill levels
- Ability to work in a multi-ethnic and multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name