

Job Title
Office/Department
Location (Building)
Supervisor
Number of Student Workers Employed
Job Wage Rate or Range
Position Summary

Student Photographer
College Communications
2nd floor, Old Sem
Media Relations Director
1
Minimum Wage
Takes photos at campus events, or of students, faculty and staff for official college print and online publications.

Principal Duties and Responsibilities

1. Shoots photos as assigned, using OCC digital SLR camera.
2. Serves as official college photographer at college functions.
3. Self-edits photos.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Should be familiar with digital SLR cameras. Knowledge of Photoshop software to edit, size and enhance photos is helpful but not required.

Expectations

Must be reliable, punctual, flexible in scheduling, curious about the college and able to work well unsupervised. Must be responsible in using camera equipment.

Working Conditions

Work is performed while standing or moving about, primarily on campus but there could be some off-campus photo assignments. Evening and weekend work expected if events are taking place.

Other

Should be receptive to feedback.