

Work-study job title: Photographer/Photo Production Assistant

Office: Marketing and Communications

Location: Luce Admission Center

Supervisor: Digital News Director

Length of employment: Academic year

Wage: \$7.25/hour

Position summary

Takes photographs and video as assigned for the college website, social media, and official college publications. Assignments include campus events, campus scenics, academics, student life, groups and individual shots of student, faculty, and staff.

Principal duties and responsibilities

Under the direction of the Digital News Director, complete assignments that can include campus events, campus scenics, academics, student life, groups and individual shots of student, faculty, and staff. Complete assignments on deadline and edit photos for the digital database.

Job qualifications

Should be familiar with digital SLR cameras. Knowledge of Photoshop software to edit, size, and enhance photos is helpful but not required. Knowledge of digital photo databases 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. Evening and weekend work expected if events are taking place. Should be receptive to feedback.