



ASSOCIATED STUDENTS OF WWU

Publicity Center Photographer

Work Study Position
Photographer 3

Statement of Purpose:

The AS Publicity Center (PC) provides promotional services such as graphic design, offset printing, media coordination, internet facilitation, distribution, photography, videography, and AS Review coverage to students, student organizations and some campus departments. The PC Photographer is responsible for shooting and enlarging photos for the promotional purposes as assigned by the AS Review Editor and/or the PC Coordinator.

Term of Position:

The position is designed to be flexible but it can require up to 12 hours per week for the regular academic year, fall through spring quarter. The position begins fall quarter, as soon as a candidate has been selected.

Wage:

Level III (\$9.15/hour)

The position holder will receive a financial award as directed by the work study award letter. The weekly hours and work will be determined by the amount awarded, the need of the office and the direction of the supervisor. The position requires an average of ten (10) to fifteen (15) hours per week, and no more than sixty (60) hours per month.

Reportage:

The PC Photographer reports to the AS Review Editor.

Qualifications:

1. Must maintain a minimum of ten (10) credits for undergraduates or eight (8) credits for graduates during entire duration of employment.
2. Must maintain a minimum cumulative grade point average of 2.00.

Recommended Qualifications:

1. Working knowledge of and interest in black and white photography, photo processing and printing.
2. Demonstrated photographic ability.
3. Ability to work and communicate with a wide variety of people.
4. Organizational and time management skills; responsiveness to deadline pressure.
5. Flexibility in personal schedule.

Responsibilities:

1. Takes, processes and prints photographs for the AS Review and other departments in the PC in need of photography.
2. Keeps accurate track of hours worked on time sheets and submits them on time.
4. Reports equipment problems to the PC Coordinator.
5. Notes, maintains and submits supply orders to the PC Coordinator.
6. Attends staff meetings and training as called by the AS Review Editor and required by the PC Coordinator.
7. Generates ideas for improving and furthering the position.
8. Performs other duties as assigned.

9. Works with your direct supervisor to complete the hourly evaluation process as outlined by the AS Personnel Director.

The Associated Students is and Equal Opportunity Employer.

Job Descriptions are subject to change in accordance with the AS Employment Policy

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