Job Description

Position Title: Photography Assistant, Marketing Team
Title of Supervisor: Director for Student Involvement
Payrate: Starting at $13.00 per hour
Schedule: To be determined by assignment

General Scope of Position
This position has broad responsibilities that include general assistance for Student Leadership and Engagement (SLE) and the Associated Students of the University of San Francisco (ASUSF). Specifically, the Photography Assistant will work on photographing various events, keeping a compilation of photos, and publishing photos.

Specific Duties and Responsibilities
- Serve as a staff photographer for SLE programs, services, campaigns, and at select campus events
- Assist with the development and management of photo files
  - Maintain SLE Flickr account by uploading and organizing photos
  - Continually review, update, and develop photographed content for online outreach through websites and social media including the areas of Student Organizations, Leadership Programs, Campus Events, Student Rewards Program
- Participate in meetings, trainings, and other scheduled activities
- Assist with other projects and tasks as assigned

Qualifications
- Photography skills and experience with Flickr Pro and Photoshop preferred
- Excellent interpersonal, verbal, and written communication skills
- Computer skills including MS Word and MS Excel required; familiarity with Google applications, internet research, social media, OrgSync, and other online tools preferred
- Ability to multi-task, prioritize, and meet deadlines
- Positive attitude, friendly and professional
- Reliable, good follow-through
- Independent self-starter, able to take initiative
- Understanding of leadership and business principles and/or desire to learn
- Familiarity with SLE/ASUSF programs and responsibilities associated with the position
- Commitment to work in a culturally diverse environment and to contribute to the mission and goals of SLE/ASUSF and the University
- Minimum cumulative GPA 2.0 and good disciplinary standing at USF
- Work Study preferred

Time Commitment
Position will begin on August 15, 2016 and continue through May 20, 2017. Mandatory fall training/orientation/preparation period will be August 15-19, 2016 (10 am to 5 pm) plus one work shift scheduled during New Student Orientation on August 20-22, 2016 (6 hours). Mandatory spring training will be held on January 17, 2017. During the academic year, photography coverage at events will be scheduled by assignment, often during evening hours. When an assignment is accepted, it will include coverage time at events as well as time to edit and upload photos.

Application
Information and online application can be found at myusf.usfca.edu/student-life/sle/join-our-team. Applicants will be asked to answer several questions and submit contact information for two references and a resume or list of activities detailing work, volunteer, and USF involvement experience. Priority deadline for consideration of applications is 5 pm on Monday, April 18, 2016. Top candidates will be contacted for an interview, and final selections will be made by Friday, May 6, 2016.