Job Description

Position Title: Photography Assistant, Marketing Team
Title of Supervisor: Associate Director
Payrate: Starting at $15.00 per hour
Schedule: 12-20 hours/week, variable schedule

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

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
- As a member of the Marketing Team, provide information, resources and outreach about SLE, ASUSF, AGSUSF and related programs, events and services
  - Utilize social media to connect with students through Facebook, Twitter, Instagram, and more
  - Publicize and attend student events
  - Assist with the development and publishing of website content for SLE and related student organizations
  - Assist with the creation and publishing of The Phoenix weekly e-newsletter
  - Assist with the development and distribution of marketing materials, brochures, and applications
- Perform clerical duties including answering phones, data entry, copying, faxing, receiving/distributing mail and other materials, running errands, keeping office area clean, maintaining calendars, making appointments, greeting visitors, and responding to general inquiries
- 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
Training will take place throughout the year including August 6–17, 2018 (10 am to 5 or 6 pm, depending on schedule) plus one additional work shift (6 hours) scheduled during New Student Orientation on August 18-20, 2018. During the academic year, Photography Assistant will maintain regularly scheduled work during business hours of 9 am to 5 pm, Monday through Friday, for 10-12 hours per week plus photography coverage at events scheduled by assignment, often during evening hours. Specific schedule will be set at time of hire. Photography Assistants are required to return to work on January 17, 2019 for spring semester.

Application
Information and online application can be found at myusf.usfca.edu/student-life/sle/join-the-team. Applicants will be asked to answer several questions and submit contact information for two references and a resume. Priority deadline for consideration of applications is 5 pm on Friday, April 20, 2018. Top candidates will be contacted for an interview, and final selections will be made by Monday, May 7, 2018.