

approved

STUDENT LABOR POSITION DESCRIPTION

Chimes

Most Recently Updated 03/05/99

Position Title: Photographer
Must work 5-10 hrs/wk.

I. Grade Level: 2-3

II. Description:

A. The following are the essential duties for the Photographer on Chimes:

1. Takes assigned pictures, usually faculty, administration, organizations, candid, and special events (dances, athletic games)
2. Develops film into presentable photographs for the yearbook; photographer is informed by yearbook staff of picture needs; the photographer is responsible to make necessary arrangements to meet those requirements
3. Photographer must deliver the photos by deadline
4. Handle expensive equipment such as cameras and developing equipment appropriately
5. Photographer informs editor of supply shortages and darkroom concerns
6. Communicates with yearbook staff effectively
7. Performs other job-related duties as assigned

B. the following are *possible additional* duties for this position:

1. Assist with clerical duties
2. See that the workplace and environs are clean

III. Learning Opportunities:

- A.** If grade 2, develop the attributes appropriate to Grade 2 positions: learn to take personal responsibility; apply knowledge to a situation; self-identify skills, talents, interests and limitations; learn and develop confidence in skills or program knowledge; and appreciate work as a process as well as a product.
- B.** If grade 3, develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- C.** Photography skills
- D.** Interpersonal skills through working with diverse groups on campus

IV. Basic Qualifications

- A. General: Photography skills
- B. Skill: Previous photography experience through class requirements or labor
- C. Physical: Must be able to keep appointments anywhere on campus in a timely way
- D. Academic: Good standing

V. Desirable Qualifications:

- A. Patience with people
- B. Willing to give up some free time in order to make photo appointments convenient for subjects
- C. Organized and professional

VI. Narrative Summary:

Student took the pictures assigned by the Editor and/or the Associate Editor and developed those shots into presentable photographs for the yearbook. Student supervised status of office supplies and reported shortages to the proper person. Student communicated effectively with the yearbook staff and performed other tasks as needed.