

approved

STUDENT LABOR POSITION DESCRIPTION
Pinnacle

Most Recently Updated 03/05/99

Position Title: Photographer/Layout
Must work 5 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for the Photographer/Layout on The Pinnacle:

1. Does all necessary photography or delegates assignments
2. Learns how to use the photo scanner with the desktop publishing program
3. Attends weekly meetings
4. Does "Campus Voices"
5. Maintains contact with writers and editors for assignments through daily office visits.
6. Performs other job-related duties as assigned

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

1. See that the workplace and environs are clean

III. Learning Opportunities:

A. 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.

B. Improved photography and layout skills

C. Improved organizational and time management skills

D. Interpersonal skills through working with diverse groups

IV. Basic Qualifications

A. General: Photography and layout skills

B. Skill: Organizational and time management

C. Physical: NA

D. Academic: Good standing

V. Desirable Qualifications:

A. Initiative

B. Professionalism

C. Knowledge of computers, particularly the desktop publishing program

VI. Narrative Summary:

Student did all the necessary photography for an issue and maintained contact with the writers and editors to get assignments. Student learned how to use technology to facilitate the photographic process. Student did "Campus Voices" and performed additional tasks as needed.