STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Photographer
Department: Marketing, Design and Public Relations
Hourly Rate: $10.00
Posting Date: July 28, 2015
Hours: 15-20 hours per week; weekend and evening hours required; shifts based on operational need of the organization
Include with Application: Portfolio

General Duties:
Under general supervision from the Marketing and Public Relations Manager, the Photographer performs routine and non-routine tasks in support of Associated Students, Incorporated’s (ASI) dynamic communications and marketing team. The Photographer is responsible for photographically capturing ASI events, marketing and public relations.

Qualifications:
Exceptional interpersonal skills
Ability to work successfully in a demanding, deadline-driven environment
Ability to work effectively with a team focused on high-quality publications and enhanced media presence
Working knowledge of DSLR camera equipment
Working knowledge of Canon photographic equipment, preferred
Strong computer skills in applications like Adobe Photoshop, Lightroom and archival software
Ability to adhere to work rules, follow directions, use time effectively and work productively under general supervision
Ability to follow routine verbal and written instructions
Ability to make independent decisions and make recommendations
Ability to maintain professional work conduct
Ability to operate an office work station utilizing word processing, spreadsheet and other computer applications in use
Demonstrated ability to work with a diverse student population and campus community
Ability to effectively communicate clearly and concisely, both verbally and in writing

Work Environment:
Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 40 pounds.

Employment Eligibility:
Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer quarter and for students who have applied for graduation for the current quarter. Applications for employment are available at the ASI Human Resources Office located on the second floor of the Bronco Student Center, Room 2325 or online at http://asi.cpp.edu/about-us/employment-opportunities/

Mandated Reporting Requirement:
In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.

About the Associated Students Incorporated:
Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

ASI is an Equal Opportunity Employer