



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

Title: Photographer
Department: M DPR
Hourly Rate: \$12.00
Posting Date: January 8, 2019
Hours: 10-20 hours per week; shifts based on operational need of the organization
Include with Application: Portfolio

Position Definition:

Under general supervision from the Associate Director of Marketing and Public Relations, 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.

Essential Duties:

- Serve as designated photographer for ASI events, publications, media and news-based opportunities
- Develop and maintain photo archives
- Prepare photographic materials to support the needs of Marketing, Design and Public Relations
- Provide care and maintenance of ASI-owned photographic and studio equipment
- Perform other duties as assigned

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 term and for students who have applied for graduation for the current term. Applications for employment are available at the ASI Human Resources Office located on the first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/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.

System-wide Smoke and Tobacco Free Environment EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.
<http://www.calstate.edu/EO/EO-1108.html>

About Associated Students Incorporated:

About the Associated Students Incorporated: Established in 1963, Associated Students, Inc. (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 Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. 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