### STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<table>
<thead>
<tr>
<th>Title:</th>
<th>Photographer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>MDPR</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$13.00</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>October 24, 2019</td>
</tr>
<tr>
<td>Hours:</td>
<td>10-20 hours per week; shifts based on operational need of the organization</td>
</tr>
<tr>
<td>Include with Application:</td>
<td>Portfolio</td>
</tr>
</tbody>
</table>

### About Associated Students Incorporated:
Established in 1963, Associated Students, Inc. (ASI) is a non-profit corporation guided by a student board and managed by full-time professional staff. ASI is a part of the Cal Poly Pomona Division of Student Affairs with a dashed reporting line to Administrative Affairs. ASI serves the entire campus population, including over 26,000 students, by providing opportunities for student engagement, student employment, and a multitude of programs and services such as recreation and wellness, student union and activities, student government, and childcare. ASI operational support areas include human resources, financial services, information technology, facilities management, and marketing. ASI employees exhibit our values of integrity, honor, dedication, loyalty, and respect in every interaction with each other, our students, the campus community, and guests of Cal Poly Pomona.

### 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, student employees must be currently enrolled in a minimum of 6.0 units (undergraduate) and 4.0 units (graduate), international student employees must be enrolled in a minimum of 12.0 units (undergraduate) and 8.0 units (graduate) at the end of the add-drop period. Student employees are required to have a minimum overall and Cal Poly Pomona GPA of 2.0 and be in good academic 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: https://asi.cpp.edu/hr/

**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

ASI is an Equal Opportunity Employer