University Libraries
Student Employee Job Description

University Libraries
Student Employee: Photojournalist

Pay Rate: Entry Level: Minimum wage

General Description:
To assist the communications office with the promotion of events, programs and services for University Libraries.

Duties and Responsibilities:
1. Seek out and cover assignments for photography opportunities that will promote human interest stories, accompany announcements and publicize University Libraries’ services, events, activities, personnel and associated groups for newsletters, social media and additional marketing media
2. Generate publicity for programs/events through use of photography on social media
3. Required to attend some Library events (few may be outside of business hours)
4. Assist with various administrative tasks as assigned

Required Qualifications:
1. Reliable work ethic
2. Basic familiarity and strong desire to further knowledge in:
   • Adobe Creative Cloud software (InDesign, Photoshop, Lightroom, Premier Pro, Media Encoder, Illustrator, Acrobat)
   • Microsoft Office software, such as Word, PowerPoint and Excel
   • Multimedia hardware, such as scanners, video and still cameras, video and audio playback and recording devices
   • Basic multimedia software on Windows and Mac platforms, including but not limited to: Windows Movie Maker, iMovie, Audacity, audio and video format conversion tools, etc.
3. Demonstrates ability to follow directions and retain information
4. Displays a professional attitude, friendliness and service-oriented demeanor at all times
5. Possesses strong interpersonal and communication skills, patience and the ability to work well with others
6. Exhibits motivation and enthusiasm for learning new technologies and skills
7. Capable of assuming responsibility and works well without supervision
8. Ability to carry out assigned duties and projects to their completion or resolution
9. Ability and desire to work with the public
10. Ability to work in a team-oriented environment

Preferred Qualifications:
1. Ability to write promotional copy for photo captions and social media posts
2. Academic interest in journalism, communications, marketing or related field

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