



Associated Students of Western Washington University
AS Publicity Center—AS Review
AS Review
AS Photographer

About the Position

The Associated Students (AS) Photographer is responsible for the organization, management and timely completion of photo assignments assigned by The AS Review Editor In Chief or the Publicity Center (PC) Coordinator, and careful digital archiving of all AS photography.

Position Classification

Service Positions work to serve the AS and support the views of the AS Board of Directors. These positions work under limited supervision and act as liaisons between various AS departments, Western students and those outside the organization. Specific duties include, but are not limited to: assisting clients or customers of the AS, working with supervisors, providing advocacy and support for AS programming and planning, and serving as a resource for Western's students. This position is paid at a Coordinator level.

About the Department

The AS Publicity Center (PC) provides promotional services such as graphic design, printing, reproduction, media coordination, distribution, photography, and coverage in The AS Review to students, student organizations, and some campus departments.

The AS Review serves as a hub of information about Associated Students (AS) events, and as a source for AS - related news and other issues of student concern. The AS Review is comprised of a news section, which seeks to provide timely coverage of issues that are relevant to Western students; a calendar highlighting upcoming events on and off campus; articles both reviewing and previewing these events; and an editorials and opinions section featuring AS club and students submissions, as well as staff editorials.

Terms of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.
- Experience with photography, image processing, reporting, AP Style and journalistic ethics.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while assisting others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work flexible hours.
- Ability to work within deadlines and problem solve.
- Basic knowledge of copyright law.
- Basic knowledge of department and position specific responsibilities.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - o Being knowledgeable of the AS organization and its general operations.
Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

Publicity Center Responsibilities

- ◆ Provide support to Publicity Center by:
 - o ~~Maintaining a minimum of 15 office hours per week coordinated with the Publicity Center Coordinator.~~
 - e ~~Attending periodic Publicity Center staff meetings.~~
 - e ~~Assisting with clients at front desk when needed.~~
 - θ ~~Completing other duties as assigned.~~

Position Responsibilities

- Take, edit and prepare photographs to be printed in the AS Review and/or used by AS offices by:
 - o Punctually scheduling photo shoots.
 - o Using Adobe Bridge and/or Lightroom to process and prepare images in appropriate format and resolution for desired media delivery.
- Maintain digital photo archive by:
 - o Deleting useless images or ones with poor image quality,
 - o Renaming files for efficient archiving,
 - o Converting all final images to .dng format,
 - o Keywording images for searchability.
- Ensure equipment and inventory of supplies is adequate for successful photography by:

- o Reporting all equipment problems to the Publicity Center Coordinator,
- o Maintaining equipment using professional practices.
- o Requesting additional equipment or supplies needs to AS Review Editor in Chief.
- Ensure the growth and development of the AS Review by:
 - o Recommending publication or process changes to the Editor in Chief,
 - o Training the incoming AS Photographer.
 - o Expanding the digital presence of the paper with images online.

Salary

This position will receive \$6,006 per position term (approximately \$299 twice per month).

Reportage

This position reports directly to the AS Review Editor in Chief.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on March 7, 2013 by motion ASB-13-W-30.