



Associated Students of Western Washington University

AS Review

Assistant Photographer

About the Position

The Associated Students (AS) Assistant Photographer is responsible for the organization, management and timely completion of photo assignments assigned by the AS Photographer, and careful digital archiving of all AS photography.

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.

Term of Position

This is a three quarter position. Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin at the start of Fall quarter and end the Friday of the following Spring quarter. Position holder should not work any hours during finals week of each quarter unless an exception to this condition is granted by the Director. Position holder is required to attend any trainings or orientations as required by the office coordinators or Director. Position may begin later in the year or at any point in which a position becomes vacant. Position works an average of 10 hours a week.

Educational Benefits

- Experience working on a team
- Experience with photography in a professional setting.
- Complete projects under deadlines with minimal supervision
- Gain planning and organizational skills and experience

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Must obtain Work Study award from Financial Aid
- 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 membership of the Associated Students in a professional and ethical manner by:
 - 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.
 - Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.

Position Responsibilities

- Take, edit and prepare photographs to be printed in the AS Review and/or used by AS offices by:
 - Punctually scheduling photo shoots.
 - 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:
 - Deleting useless images or ones with poor image quality.
 - Renaming files for efficient archiving.
 - Converting all final images to .dng format.
 - Keywording images for searchability.
- Ensure equipment and inventory of supplies is adequate for successful photography by:
 - Reporting all equipment problems to the AS Review Photographer.
 - Maintaining equipment using professional practices.
 - Requesting additional equipment or supplies needs to AS Review Photographer.
- Ensure the growth and development of the AS Review by:
 - Recommending publication or process changes to the AS Review Editor-in-Chief.
 - Expanding the digital presence of the paper with images online.

Wage

This position will receive a Program Support Staff 1 wage, which is approximately \$11 per hour Fall Quarter, \$11.50 per hour Winter-Spring Quarter.

Reportage

This position reports directly to the AS Photographer.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer. .