

Santos Manuel Student Union
California State University, San Bernardino

JOB DESCRIPTION

Position Title: Photographer/Videographer

Classification: Student Assistant

Wage: \$16.37 (Level B)

Department: Santos Manuel Student Union Marketing Department

Work Schedule: Up to 8 hours/week as determined by Media and Communications Specialist

JOB DUTIES:

- Serve as chief photographer for SMSU/Recwell events, publications, and media opportunities
- Develops and maintains SMSU/Recwell photo archives
- Prepares photographic materials to support the needs of SMSU/Recwell Marketing Department
- Organize and upload photos onto SMSU/Recwell website and social media profiles
- Manage and maintain SMSU/Recwell-owned photographic and studio equipment
- Special projects and other general duties as assigned.
- Videography experience is a plus

QUALIFICATIONS:

- Excellent communication skills
- Must possess a fun, energetic and outgoing personality
- Ability to work a flexible schedule including nights and some weekends

EDUCATION:

- Must be a currently enrolled CSUSB student.
- Minimum 2.0 cumulative and semesterly GPA required at the time of hire and throughout duration of employment

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to work well in a demanding, deadline-driven environment
- Ability to work well with design team focused on high-quality publications
- Working knowledge of DSLR camera equipment
- Knowledge of Adobe Photoshop, Lightroom 2 or higher, and archival software
- Video recording and editing is a plus