UNIVERSITY OF SOUTHERN CALIFORNIA

Photographer

Job Code: 171307

Grade: I
OT Eligible: Yes
Comp Approval: 7/1/2006

JOB SUMMARY:
Provides a wide range of photographic services for a school, division and/or department.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High School or equivalent

**Minimum Experience:**
- 1 Year

**Minimum Field of Expertise:**
- Directly related experience providing knowledge of photographic techniques and equipment (e.g., film processor, cameras and enlargers).

**Preferred Education:**
- Associate’s Degree

**Preferred Experience:**
- 3 Years

**Preferred Field of Expertise:**
- Education or specialized training in photography. Ability to plan and organize assignments and meet turnaround requirements.

**Skills: Administrative:**
- Communicate with others to gather information
- Coordinate events
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects

**Skills: Other:**
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Photography/darkroom techniques
- Planning
- Scheduling

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.
SIGNATURES:

Employee: _______________________________ Date: _______________________________

Supervisor: _______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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