STUDENT POSITION DESCRIPTION

Student Photographer & Marketing Assistant | Integrated Marketing & Communications

Unit: Safety & Communications Division
Department: IMC
Position Level: IV
Position Class: Student Hourly

Schedule: 10–15 hrs/week (varies by project)
Pay Rate At Hire: $12.60/ hour

Student Employment Qualification:
To qualify for this student position, you must be currently enrolled for at least six (6) credit hours with the Community College of Denver, Metropolitan State University of Denver, or the University of Colorado Denver.

Summary:
The Digital Marketing Student Assistant provides support for the department with photography, marketing production, and communications projects.

Job Duties:
- Landscape photography of campus scenes and campus life
- Portrait photography
- Group and event photography
- Photography of apparel using models
- Photo editing and organization of digital files on server
- Complete basic website updates such as content edits, tables, and uploads
- Support social media efforts with regard to developing content ideas, and finding images/taking photos
- Assist graphics team with production of posters, flyers, banners, and other print materials
- Maintain inventory of printing and production supplies
- Help with administrative tasks, as needed (filing, logging, making copies, etc.)
- Help IMC team organize and set up events
- Other duties as assigned

Supervision: Minimal supervision, with instruction only for new and unusual situations

Key Skills and Knowledge Areas:
- DSLR photography proficiency
- Strong photography skills, including technical (lighting, depth-of-field, etc.) and artistic (composition) skills; must be able to capture creative and compelling images of people and scenes
- Customer-service mentality
- Detail-oriented and organized
- Strong communication skills
- Comfortable working both independently and as part of a team

Required Experience:
- Currently pursuing a degree in Business, Marketing, or Communications
- Microsoft Office (Excel, Word, PowerPoint)
- Adobe PhotoShop and/or LightRoom
- Completed classes on digital photography