Photography Intern Position Description

Department: Marketing and Graphics in the Division of Student Affairs at UW-River Falls
Reports to: Marketing Specialist for the Division of Student Affairs and Marketing Lead Intern
Classification: Level 2
Compensation: $8.50 per hour, and if desired, academic credit for internship

Position Summary: This position is an essential part of the Marketing and Graphics team, consisting of professional staff, student leads and student staff.

The Photography Intern is responsible for:
• Event and publication photography for the departments in the Division of Student Affairs
• Storing and archiving photos
• Editing and resizing photos when necessary
• Managing photography requests

Knowledge, Skills, and Abilities:

COMMUNICATION
• Polished written and verbal communication skills
• Attention to detail
• Basic knowledge of the UW-River Falls campus and desire to gain further knowledge

CREATIVITY
• Resourceful and innovative
• Creative, critical, and strategic thinker
• Graphic design experience considered helpful

TIME MANAGEMENT
• Prioritize and balance multiple projects and deadlines
• Work in a sometimes challenging and fast-paced environment
• Flexible and able to work independently

TECHNOLOGY
• Extensive knowledge of DSLR camera equipment and professional camcorders
• Extensive knowledge of Adobe Photoshop, Adobe Premiere, Microsoft Word, Microsoft PowerPoint, and Web and social media photo best practices
• Familiarity with social networking tools and Internet research tools
• Learns new computer software and techniques quickly

Responsibilities:
• Manage the photography requests from staff in the Division of Student Affairs
• Record and capture Student Affairs events, activities, and services through photography and videography
• Create videos, re-size and edit photos, and create image banners for website landing pages
• Organize, transfer, store, edit and resize photos (when necessary)
• Communicate with clients about the status of project requests and set up consultations when necessary
• Work collaboratively in the development and execution of the Division's social media efforts through selected social media platforms
• Develop new strategies and ways to engage students
• Perform other duties as assigned

Qualifications and Conditions of Employment:
• Must be an undergraduate student at UWRF and maintain a minimum of 2.5 cumulative GPA
• Must be able to begin work January, for spring semester 2016 and continue through 2016 - 2017 school year.
• Should be available to work 8 to 10 hours per week during the academic year and for possible J-Term employment
• Will be assigned and must be available for some evening and/or weekend hours as needed
• May be enrolled in a J-Term session course upon approval of supervisor
• May be assigned some evening and/or weekend hours as needed