Do multiple individuals hold this position at one time?  
☐ Yes  ☒ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work see note* hours per day, various hours per week.

The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.

Hours are available during the following times of the day: Any, including weekends and late nights.

Department/Position Overview

The Communications and Marketing Office is charged with overseeing the college's web presence, events, media relations activities, branding, marketing, and publications targeting the campus community and surrounding region, students, employees and friends of the college, potential students and alumni.

The Photographer assists the office by producing professional images that tell the Beloit story, highlighting our brand and assisting in framing the character and reputation of the College, as well as promoting performances and events to the external and internal community. The ideal candidate must have digital photography experience and the ability to edit images digitally. A working knowledge of Adobe Photoshop is preferred. This position requires a highly responsible, dependable, and detail-oriented student with the ability to handle social situations with grace and respect for the artists, staff, faculty, trustees and other guests. The photographer should be well-organized and work well independently. Candidates must have flexible hours to allow them to adjust their work schedule to accommodate events scheduled throughout the day, evening or weekends.

Candidates do not need to use personal equipment, as camera equipment is provided by the department.

*Photographer assignments are based on a per assignment schedule rather than weekly/monthly.

This position is a part of the Collective. The Collective aims to create a collaborative environment where students are able to complete both assigned and self-designed projects with a greater degree of creativity and agency. In short, it is an effort to help students make the most of their work study by allowing them to develop their technical and professional skill sets, produce tangible work which they can claim as their own, learn and discover new areas of interest, and enjoy themselves while contributing to the goals of the organization.
Description of Duties and Tasks

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☑ Conform to an established work schedule; reliably work set hours as assigned
☑ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☑ Maintain the confidentiality of departmental/employee/student information
☑ Run errands on and/or off campus, including campus mail pick-up and delivery
☑ Perform light cleaning, departmental organization, and upkeep as required
☑ Work efficiently and accurately without immediate supervision

Required Training and Skills

☑ Ability to communicate in a concise and effective manner, both verbally and in writing
☑ Detail oriented with strong organizational skills
☑ Familiarity with specific computer software, listed here: Adobe Photoshop, Aperature (preferred)
☑ Familiarity with specific equipment, listed here: digital camera,
☑ Completion of coursework or training, prior experience, and/or specific certifications, listed here: Applicants must provide a portfolio and will be sent on a test shoot.