

Santos Manuel Student Union  
California State University, San Bernardino

**JOB DESCRIPTION**

**Position Title:** Photographer/Videographer

**Classification:** Student Assistant

**Wage:** \$16.90 (Level A)

**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