Job Title: Student Assistant, Photographer  
Department: University Honors Program

Primary Position Responsibilities:
• Take clear, dynamic photos according to UHP specifications for UHP-related initiatives and honors experiences
• Setting up equipment for photo shoots, directing subjects to capture images (as appropriate)
• Professional conduct when working with subjects and on honors experiences
• Edit photos to correct lighting and color and remove blemishes to the image
• Maintain equipment and continuously track inventory
• Manage digital assets, saving, renaming, and organizing files

Other Position Responsibilities:
• Expand primary responsibilities to video-related needs on an as-needed basis
• Assisting with UHP digital initiatives as needed
• Performing other duties as assigned based on department needs

Characteristics of a Successful Candidate:
• High level of personal accountability and flexibility in schedule outside of academic commitments
• High level of photographic creativity—particularly working with limited equipment options and challenging environments
• Interests in content creation, photography, videography
• Close attention to detail
• Work independently and demonstrated creative initiative

Minimum Qualifications:
• Must be enrolled as an undergraduate student for Fall 2021
• Experience with Adobe Photoshop and Lightroom
• Extended amateur experience with photography with a portfolio of your work

Ideal Qualifications:
• Experience with Adobe InDesign and Premiere Pro
• Experience in recording video and audio
• Experience creating, editing, and publishing videos
• Experience with social media platforms
• Knowledgeable of the University Honors Program student experience and resources
**Working Conditions:**
Generally, this student will work on an “as-needed” basis. University Honors will need a photographer available for a number of events, spotlight honors experiences such as honors seminars, profile student leaders and achievements, and other digital initiatives. The student assistant will be asked to attend the events, sort the best images, make any necessary edits, and organize the digital files for use by the UHP office. This requires significant flexibility and willingness to work around all but academic commitments. The UHP office owns and supplies necessary photography and video equipment. A computer will be provided in the UHP suite, but any remote work after-hours or on weekends will require you to work on your own full Adobe Creative Suite on your personal computer. You will be expected to follow UC’s Confidentiality and Data Security best practices.

**Schedule and Pay:**
- Bi-Weekly Schedule
  - Hours are as-needed and as-available at $10.50/hour during academic semesters generally up to 10 hours a week

**Required Application Materials:**
- Updated resume highlighting relevant experience
- A portfolio of edited photography and/or video material

**Instructions to Applicants:**
Apply with your resume and portfolio by email to Jason Autry at jason.autry@uc.edu. The preferred mode of all correspondence is via email. Application reviews will start immediately and interviews will be requested for qualified candidates until the position is filled. Interviews will be conducted in-person or using Teams, based on candidate preference. Applicants who submit their documents by August 9 will be given first consideration. Most interviews will be scheduled the week of August 16. All questions about this process should be directed to Jason Autry at jason.autry@uc.edu.