

MANUAL  Student Employment Office Office of Career Services	SECTION  Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT  <b>College Documentation Coordinator</b>	RANK  x285	GROUP  V	CBC	PHYSICAL

DEFINITION:

Under limited supervision of the acting Gallery Director and/or the College Dean, a student usually performs all or part of the following duties:

- (a) Arranges a time to photograph all displays shown in the Architecture, Art and Urban Planning (AAUP) Gallery.
- (b) Compiles photographic documentation of events scheduled in the AAUP Gallery.
- (c) Processes film.
- (d) Presents photos to Gallery Director and College Dean.
- (e) Hangs up and removes artwork from various gallery events.
- (f) Catalogs and maintains documentation of gallery events.

BASIC QUALIFICATIONS:

Must be a graduate student, completed six semesters of university course work with a 4.00 GPA (A=5.00). Art and Design major; must have four years work experience or training in the field of photography.