

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISIED 7/18
SUBJECT College Documentation Coordinator	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 College of Architecture, Design, and the Arts.
- (b) Compiles photographic documentation of events scheduled.
- (c) Post-process photos.
- (d) Hangs up and removes artwork from various gallery events.
- (e) Catalogs and maintains documentation of gallery events.

BASIC QUALIFICATIONS:

Must be a graduate level student, completed six (6) semesters of university course work. Must be a major within College of Architecture, Design, and the Arts. Must have four (4) years work experience or training in the field of photography.