

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT College Documentation Coordinator	RANK x285	GROUP V

DEFINITION:

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

- (a) Coordinates photo sessions for all displays within the College of Architecture, Design, and the Arts.
- (b) Creates photographic documentation of scheduled events.
- (c) Edits and enhances photos as needed.
- (d) Installs and dismantles artwork for various gallery events.
- (e) Organizes and maintains documentation of gallery events.

BASIC QUALIFICATIONS:

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

LEARNING OUTCOMES*:

- Identify areas for continual growth while pursuing and applying feedback.
- Professionally advocate for oneself and others.
- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Prioritize and complete tasks to accomplish organizational goals.
- Have attention to detail, resulting in few, if any, errors in their work.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).