**College Documentation Coordinator**

**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 coursework. 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).