



St. Olaf College Student Employee Job Description

Job Title: Photographer/Videographer

Department Name: Office of Residence Life

Length of Position: Mid-April, Summer 1, Summer 2, Intersession, and up until the day before the first day of class.

Mandatory Training: The specific dates will be provided upon receiving the job offer.

- Mental Health First Aid Training (held late April on a weekend)
- Summer Training (Held in May before the Summer Session begins)

Supervisor: Associate Dean of Students for Residence Life & Student Conduct/Designee

Pay Rate (Check One) Standard Hourly Rate Supervisory/Special Skills Hourly Rate

Description of the Position: This position provides photography/videography support for the Residence Life Team. Secondary support will be provided for social media engagement and strategy, website management, and visual asset content through photography and or videography. The position acts as a representative for Residence Life. The individual will do the following: create, support, and integrate themselves into the office's branding through physical, visual, and social media content. The position requires an individual to demonstrate extroverted characteristics and have the ability to engage in verbal and electronic dialogue to demonstrate the value of on-campus living.

Summer Hours/week:

- If an academic class is taken
 - Minimum 12 - Maximum 20
- If no academic class is taken
 - Minimum 12 - Maximum 40
- If the summer positions require student leaders to perform their role in the spring or fall semester, the hours above are negotiated.

I. Compensation/Benefits:

- a. Housing
 - Double-occupancy room with a roommate of the staff member's choosing.
 - If a roommate is not chosen, this bed will be added to the vacancy list.
 - Total housing cost for the Summer 1, Summer 2, and Intersession is waived.
- b. Wage
 - Any administrative hours worked outside of the on-call rotation will be paid at an hourly rate

Disclaimer: Work award is not capped during the summer term. If employment ends before the agreed-upon date, payment for housing will be retroactively removed at a weekly prorated amount.

Transferable Skills:

- Excellent interpersonal, organizational, and communication skills
- Ability to work both independently with little supervision and as part of a team
- High levels of motivation, interest in photography and videography, and willingness to learn
- Ability to pay close attention to details
- Excellent time management skills

Duties and Responsibilities:

- Create, assist, and coordinate content Residence Life official flyers and informational pamphlets with visuals.
- Review and edit all photos and videos within the Residence Life.
- Assist in coordinating various marketing methods using photos and videos.
- Develop social media tactics in relation with the Marketing and Communications Office.
- Create and utilize an electronic file database for storage of all content.
- Attend all trainings, in-services, and development meetings requested by the Residence Life Office.
- Create innovative graphic marketing materials.

Qualifications: (Education/Experience/Skills)

- Students on the graduation list before the Summer Sessions are not eligible to apply for this position.
- Must be enrolled in a degree program at St. Olaf College during the academic year and maintain good standing in academics and conduct.
- Must maintain a cumulative/semester GPA of 2.5 if a student staff member's GPA (semester/cumulative) falls below 2.5, their retention will be based on individual consultation.
- Students should have no pending cases, active sanctions, and/or resolved cases that would prevent effective performance as student staff members.
- Ability to act with discretion and exercise proper professional etiquette as it pertains to confidential information.
- Experience in Microsoft Office and Google Suite is required.

This job description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This job description is subject to change at any time by St. Olaf College, with or without prior notice.