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## Auburn University Job Description

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|--------------|---------------------|-----------|--------------------------------|
| Job Title:   | <b>Photographer</b> | Level I   | Grade MC06 \$37,000 - \$55,500 |
| Job Code:    | <b>OC14</b>         | Level II  | Grade MC07 \$41,600 - \$62,400 |
| FLSA status: | Exempt              | Level III | Grade MC08 \$45,000 - \$72,000 |

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### Job Summary

Represents, produces, develops, and archives photographic documentation of the University through the creation of consistent, high-quality photographs to enhance Auburn's visual identity according to established standards. Provides photographic and creative support and professional work to University units that promotes the mission of Auburn University for research, instruction, extension, and public services.

### Essential Functions

1. Performs digital photography functions on location and in the studio and uses professional knowledge and artistic judgement to ensure the production of quality pictures of assignments. Provides specialty photography to include pictures for advertisements and publications. Collaborates with faculty, staff, alumni, and other University supporters to plan creative and effective photo documentation for the University.
2. Operates and maintains photography and laboratory equipment. Maintains inventory of photographic and laboratory supplies to ensure adequate stock is available. Performs preventative maintenance and minor repairs on photography equipment.
3. Identifies and utilizes proper types of software and other materials to produce the highest possible quality work. Edits all image formats and any other media communication piece in concert with web, news, social media, and publications.
4. Assists the manager and office staff in completing work orders to meet customer and departmental standards and requirements including distributing images to clients in a timely manner.
5. Performs digital work consisting of scanning, cropping, color correction, and retouching.
6. Maintains comprehensive library and appropriately archives digital files sorted by administrative, college, school, pictorial gallery news, and events for historical documentation and future use.
7. Assists department management in the oversight of student workers. Performs other related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

| Level | Responsibility   | Knowledge  | Education and Experience*   |
|-------|--|--|---|
| I     | Duties and tasks are standardized. Performs some more advanced tasks as part of training and development. Resolves routine problems and refers more complex issues to higher levels.   | Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.  | Applies basic skills and learns skills in procedures, techniques, tools, materials, and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. Associate's degree plus 2 years experience in area of specialization.      |
| II    | Duties and tasks are varied. Resolves routine questions and refers complex issues to higher levels.  | Works under limited supervision. Communicates with others to exchange routine information.   | Applies skills in area of specialization. Applies procedures, techniques, tools, materials, and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. Associate's degree plus 4 years experience in area of specialization.        |
| III   | Duties and tasks are varied and complex. Resolves most questions and problems and refers only the most complex issues to higher levels. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Works independently and with minimal supervision. May periodically assist in orientation, training, assigning, and checking the work of lower level employees. May lead crew in the absence of supervisor. | Works under minimal supervision. May periodically assist in orientation, training, assigning and checking the work of lower level employees or be designated as lead worker. | Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. Associate's degree plus 6 years experience in area of specialization. |

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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## Auburn University Job Description

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### Minimum Required Education and Experience

- Level I** Applies basic skills and learns skills in procedures, techniques, tools, materials, and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. Associate's degree plus 2 years experience in area of specialization.
- Level II** Applies skills in area of specialization. Applies procedures, techniques, tools, materials, and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. Associate's degree plus 4 years experience in area of specialization.
- Level III** Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. Associate's degree plus 6 years experience in area of specialization.

#### Focus of Education

Coursework in photography or related field.

#### Focus of Experience

Professional experience in editorial or commercial photography.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/6/2018

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