CLASS SPECIFICATION

Traditional Photography, Digital Photography and Graphic Arts Instructional Associate

FLSA Status: Nonexempt
EEOC Job Category: Paraprofessionals
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, provides lab and instructional assistance to students and faculty within the subject matter of digital media, photography and 2D studio art; provides assistance and support on instruction and learning and related technologies and equipment; performs assigned activities to ensure labs are kept in an orderly, safe and well-maintained manner; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Control the circulation of photography and graphic arts supplies, materials, tools and equipment to students and instructors by checking items in and out, maintaining appropriate records and inventories and ordering replacement items as necessary according to approved procedures.

2. Assist students in the proper selection, operation and care of photographic and graphic arts materials and equipment such as chemical mixers and various tools; assist students to understand assignment by reinforcing instruction provided by the instructor.

3. Oversee the preparation and maintenance of the black and white labs; mix and maintain chemicals and wash and dry prints.

4. Process incoming supplies, materials, tools and equipment by identifying and labeling incoming items and maintaining appropriate records.

5. Operate a variety of equipment related to a photography and graphic arts department.

6. Adjust, calibrate and maintain equipment periodically; clean and collimate enlargers; check and tighten screws and bolts; check and adjust accuracy of darkroom timers and light meters.

7. Provide information to students, instructors and others as requested; ensure that students observe appropriate safety procedures.

8. Assist in preparing, administering, scoring and recording student tests; provide relevant information to instructors regarding student progress.

9. Maintain instructional area in a clean and orderly manner, ensure the security of the facilities as assigned.
10. Prepares, updates and maintains a variety of files and records; prepares manual and computer logs of various documents and requests; retrieves, duplicates and distributes copies of reports, forms, records and documents as requested.

11. Provide training and work direction to student assistants, federal work study students and interns.

OTHER DUTIES
1. Attends a variety of meetings, training sessions, seminars and workshops as required.
2. Assists faculty in conducting special projects.
3. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:
1. Basic methods and practices of student instruction and tutoring.
2. Methods and practices for organizing, maintaining and overseeing the operations of a digital media learning center and/or instructional laboratory.
3. Existing and emerging digital media services, applications, and technologies, such as, but not limited to image capture and manipulation, digital printing, web design and time based media.
4. Photographic processes both inside and outside of the darkroom, including use of filters and color correction, cyanotype, lith printing and wet plate process.
5. Digital media production, including color correction, delivery, theories, technologies, principles, concepts and methodologies.
6. District and departmental policies, procedures and information related to areas of assigned responsibility.
7. Safety regulations involving photography; safe and appropriate handling, mixing, storage and waste of developers, stop fixers, clearing agents, 1 & 2 bath toners.
8. Macintosh and PC hardware, digital cameras/recorders, various camera lenses, projectors and displays, enlargers and printing processes, printers, studio equipment.
9. Design and production programs, such as, but not limited to Photoshop, Lightroom, InDesign, Illustrator, After Effects, Dreamweaver, Final Cut Pro.
10. Office administration practices and procedures.
11. Filing and record keeping practices and procedures.
12. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
13. Administrative practices and procedures, including purchasing and inventory, budget balance monitoring, and record keeping.
Ability to:

1. Provide effective tutoring, instruction and guidance to students in subject matter area of silver based and alternative photographic processes, digital photography and graphic arts; accurately and clearly answer students’ subject matter questions.

2. Organize, set priorities in a dynamic environment and exercise sound independent judgment within areas of responsibility.

3. Provide day-to-day technical support for digital media equipment.

4. Walk students through uses and operations of specialized hardware, software, and equipment.

5. Operate a computer using word processing, spreadsheet and other standard business software.

6. Organize and maintain a variety of records and files.

7. Take inventory and maintain accurate control systems.

8. Communicate clearly and effectively, both orally and in writing.

9. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

10. Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate’s degree with major coursework in visual arts or a discipline related to visual media; and at least one year of experience working with college-age students in an organized, educational environment; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

None

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.
**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and interact with District management, faculty, staff, students and others encountered in the course of work. The employee may occasionally be required to interact with disruptive or abusive students.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a learning center/lab or classroom-type setting, and the noise level can be moderately loud.