



OHIO  
UNIVERSITY

Classification and Qualification  
Standards

**Photographer**

ADMINISTRATIVE/TECHNICAL ROLE

<b>Career Series:</b> Media Technology	<b>Job Code:</b> 11343 <b>Grade:</b> C	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
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**JOB SUMMARY**

The full performance level classification works under direction and requires considerable knowledge of photography techniques, imaging software, and research photography in order to oversee and train student staff on photographic information, and provide instructional and research materials to University staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Oversees and trains student staff on photographic information.
2. Performs image scanning and uses photo manipulation software.
3. Performs copystand, digital scanning, and slide duplication.
4. Processes and loads film.
5. Provides instructional and research photographic materials for faculty and staff.
6. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of photography techniques; imaging software; research photography; employee training and development\*; oral and written communication. Skill in the operation of traditional and digital photo equipment and computer. Ability to perform image scanning, copystand, digital scanning and slide duplication; process and load film; and provide photographic research materials to University staff. (\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

18 mos. training or 18 mos. experience in photography techniques, imaging software, and research photography. 6 mos. training or 6 mos. experience in operation of traditional and digital photo equipment. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.*