

### ***Position Summary***

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Under the supervision of the Public Relations student coordinator and/or staff, the photo journalist is responsible for taking, archiving and systematizing photos and articles recognizing student leaders, volunteer participants, community partners and all stakeholders involved in fulfilling the mission of the Office of Community Outreach (CO). The photo journalist will also collaborate and help advance the mission of CO through various marketing techniques.

### ***Major Duties and Responsibilities***

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As a member of the Public Relations Community of Practice (CoP), the video production director will communicate and meet regularly with the Public Relations student coordinator and/or staff supervisor, provide support for student leaders in the area of public relations, and assist in the development and execution of public relations goals. The newsletter director is responsible for the following:

#### **A. Photography and Photo Archiving**

- Work closely with the Photo Journalist to develop/update a CO guide for ethical photography/videography to ensure that all images/video align with the CO mission, protect the privacy of community members, and accurately portray the critical components of community service
- Provide support and training for student leaders in the areas of photography and archiving procedures
- Develop a process for creating, distributing, collecting and organizing a database of photo/video waivers for semester long programs and other CO programs and events
- Attend and photograph required CO programming and special events as needed
- Attend at least 50% of all semester long programs at least once per semester to photograph volunteers and participants
- Develop and maintain a process to retrieve photos from student leaders & participants
- Manage and update recognition photo boards in the CO office for the Leader of the Month and Program of the Month
- Assist and collaborate with the video production director and newsletter director for the production of videos, posters, slideshows, newsletters, etc., as assigned

#### **B. CO Wide Role**

- Attend all mandatory CO meetings, trainings, seminars, and workshops
- Participate in a CO issue based committee
- Help to develop a year-long CoP plan that supports CO with specific goals, activities, and resources
- Represent CO at University classes, meetings, or events, as needed including the campus-wide involvement fairs
- Develop & maintain systems to support communication among all student leaders
- Assist and collaborate with student leaders with recruitment and promotional efforts as needed
- Collect and update data related to programs, membership, and service hours

### C. Administrative Tasks

- Maintain frequent communication with coordinators, student leaders, and staff
- Maintain PR Google calendars with tasks and events
- Perform other related duties and activities to support the CoP and the Office of Community Outreach

## Qualifications

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### A. Minimum Qualifications:

- Strong interest in and commitment to community service
- At least one year related experience
- Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
- Capability to positively represent CO to the University and external community
- Proficient interpersonal, relationship, and partnership building skills
- Ability to effectively convey oral and written communication
- Demonstrated program development and organizational skills including ability to manage multiple tasks/projects and planning special events
- Ability to work independently, assess programmatic needs, and develop creative solutions
- A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
- Willingness to work irregular and flexible hours including evenings and weekends
- Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

### B. Preferred Qualifications:

- Prior participation in a Community Outreach program, trip, or event
- At least one year experience capturing and editing video
- Excellent computer skills with an emphasis on Microsoft Office Word, Adobe Software, and Excel

## Commitment

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- Full academic year commitment is required
- Participation in CO training in August the week before fall semester begins
- 10-15 hours per week with some designated office hours; exact hours and schedule will fluctuate and are flexible to student's academic schedule
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)

*The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*