

# Student Departmental Photographer

Department of Student Programs  
Appalachian State University

[www.studentprograms.appstate.edu](http://www.studentprograms.appstate.edu)



## Job Description

Assist with the general, photographic/documentary needs of the professional staff members in the Department of Student Programs. In particular, this employee will support the efforts of the PSU Art Collection, including documenting new acquisitions, assist in the documentation of art submissions for the Looking Glass Gallery, and photograph art shows in the Looking Glass Gallery. The Departmental Photographer will also be available to photograph events for ACT, APPS, the Plemmons Student Union, and Legends – the four programming & facility areas of Student Programs.

## Selection Criteria

Though all photographic experience will be noted, preference will be given to those applicants who have completed relevant coursework in Industrial Design/Technical Photography and/or photography courses offered through the Art Department. The committee will also place emphasis on submitted materials and career goals.

## A complete application packet includes:

1. Application cover sheet
2. Typed responses to questions in application cover sheet
3. Four to five samples of recent photographs; samples should be more technical in nature (i.e. not “artistic” photographs). **If submitting an electronic application, pictures should be placed in MS PowerPoint. If submitting a hard copy application, all photographs will be returned.**

Applicants should be available to work from November 2009 through Spring Semester 2010. The position of Student Departmental Photographer pays an hourly wage, and requires an average of four (4) hours per week. Hours are flexible and adaptable to Departmental needs. The position reports to the Associate Director of Student Programs, Jenny Koehn.

**Deadline to apply: October 30<sup>th</sup>.** Completed application packet may be delivered to the Dept. of Student Programs (2<sup>nd</sup> floor, Student Union) or submitted by attachment to [koehnjr@appstate.edu](mailto:koehnjr@appstate.edu). If selected, interviews will be conducted during the first week of November. For more information please contact Jenny Koehn, Associate Director of Student Programs or Dave Robertson, Director of Student Programs, 262-3032.

# Student Departmental Photographer

## Dept. of Student Programs



## APPLICATION COVER SHEET

Name: \_\_\_\_\_ GPA: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Current Year: Freshman    Sophomore    Junior    Senior    Grad  
Major(s): \_\_\_\_\_ Minor: \_\_\_\_\_

### On a separate sheet of paper, please answer the following questions:

1. Describe your interest in serving as the Student Departmental Photographer.
2. List all coursework you feel is relevant to this position.
3. Please list/explain all relevant photography-related experiences.
4. List all other campus involvements.
5. Please provide your current class/work schedule.
6. Will you be able to fulfill the duration of this work position (through May 2010)?
7. Please share your intended career path.
8. Do you feel comfortable using your own photography equipment to shoot photographs?
9. Please share anything else you think will be helpful for the hiring committee to know about you.

### Please list one ASU faculty or staff member as a reference:

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Please list one former employer:

Place of employment: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
Dates: \_\_\_\_\_ Phone: \_\_\_\_\_

Application is due October 30th to the Dept. of Student Programs (2<sup>nd</sup> floor, PSU) or by email at [koehnjr@appstate.edu](mailto:koehnjr@appstate.edu). Interviews will be held the first week of November. Student Programs will contact applicants to schedule exact interview times.