

INSTRUCTIONAL ASSISTANT

Photography

DEFINITION

Under general supervision of assigned manager/supervisor, organize, operate and maintain the instructional photography laboratory; assists faculty by working with students as directed.

TYPICAL DUTIES

Operate photographic and computer equipment in the photography laboratory; maintain processors, enlargers, and related photographic equipment; maintain inventory records; order supplies and equipment for the laboratory in a timely fashion; maintain student records; mix chemicals used in the photography lab and conduct process monitoring; assist students in both chemical and digital photography techniques; conduct open labs as needed; and perform other related duties.

QUALIFICATIONS

EXPERIENCE

Two years of laboratory experience in photography and photography lab management. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

Completion of an Associate's Degree in Photography or 60 semester units (90 quarter units) with 21 units in photography courses.

KNOWLEDGE OF

Cameras and photographic equipment used in a darkroom, lighting equipment, digital imaging processes, chemical process monitoring for C-41, Ilfochrome, RA-4, and black and white chemistry; Macintosh computer skills, including general office applications (word processing, spreadsheet and database) and peripherals (scanners and printers); basic troubleshooting, repair and maintenance of laboratory equipment.

SKILLS IN

Skill in training others in how to complete tasks; using multiple approaches when learning or tutoring new things; and in using logic and analysis to identify the strengths and weaknesses of different approaches. Skill in working with new material or information to grasp its implications; assessing how well one is doing when learning or doing something; knowing how to find and identify essential information; and reorganizing the information to get a better approach to problems or tasks. Skill in using mathematics to solve problems; listening to what other people are saying and asking appropriate questions; being aware of others' reactions and understanding why they react the way they do; and in adjusting actions in relation to others' actions. Skill in identifying the nature of problems; developing approaches for implementing an idea or solution to a problem; and observing and evaluating the outcomes of a problem/solution to identify lessons learned or redirect efforts. Skill in managing one's own time and the time of others; communicating effectively with others orally and in writing as indicated by the needs of the audience; understanding written sentences and paragraphs in work related documents; and working in a multi-lingual, multi-cultural environment.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the essential functions of the position; assist students; operate all types of chemical and digital photographic equipment; maintain computer-based records; receive and give oral and written instructions; and the ability to operate office equipment including computers and support word processing, spreadsheet and database applications.