



**University of Texas at El Paso
Job Description**

Job Code: 8818
Job Title: Photographer
Department: University Communications
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: December 13, 2010

Summary: Photographs subjects, using still cameras, color or black-and-white film, and variety of photographic accessories.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Creates photographic images for university publications, brochures, campaigns and other purposes in various forms of media, including print, video, and online.

Performs studio photography and shoots of on-scheduled university-related events.

Records pertinent data on all assignments, including editorial information and job orders.

Maintains and improves archival system for digital and print images.

Contributes creative and innovative input in photographic design and composition.

Work schedule may vary based on assignments to be completed.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associate degree from two year college or technical school within area of assigned responsibility.

Minimum Experience required: Three years film and digital photography; or equivalent combination of education and experience. Demonstrated creativity and innovation in photographic design and composition; extensive experience with film and digital photography, equipment and software.

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

While performing the duties of this job, the employee is frequently required to stand; walk; sit, use hands to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and move up to 50 pounds. Special vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



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

While performing the duties of this job, the employee frequently exposed to outdoor weather conditions. The employee is regularly exposed to wet or humid conditions; work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and risk of radiation.

The noise level in the work environment is usually moderate to very loud.