

## **INSTRUCTIONAL ASSISTANT**

### **Photojournalism**

#### **DEFINITION**

Under general supervision of assigned manager/supervisor, assists faculty in the instructional class work of photojournalism; and under the direction of those responsible for the photography laboratory, assists in the production work of the laboratory.

#### **TYPICAL DUTIES**

Tutor students in photojournalism; operate photographic equipment in the photo laboratory; recommend supplies and equipment for the laboratory; maintain inventory of supplies and equipment; perform other related duties.

#### **QUALIFICATIONS**

##### **EXPERIENCE**

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

##### **EDUCATION**

Completion of an Associate's degree in Photography and /or Journalism or 60 semester units (90 quarter units) with 21 units in photography courses or 25 units in journalism courses.

##### **KNOWLEDGE OF**

The use of photography in journalism; cameras and photographic equipment used in a darkroom.

##### **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; tutor students; operate all types of photographic equipment; maintain records; receive and give oral and written instructions; and the ability to operate office equipment including computers and supporting word processing, spreadsheet and database applications.