JOB DESCRIPTION

Digital Imaging Specialist

Definition of Class
This is a technical position in which the incumbent provides sophisticated photographic services for the University. Incumbent coordinates the setup, photography, digital processing and archival of images and associated photographic media and/or digital files for institutional and publication purposes. Incumbent processes photography requests and may distribute assignments among staff photographers.

Examples of Work
Processes requests for photographic services, establishes job priorities, and schedules assignments.

Operates and sets up photographic equipment to create original images on location and in studio.

Produces digital images and visual marketing materials for use in multiple marketing platforms.

Creates or modifies digital images, slides and prints to suit client needs using imaging and archiving software.

Assists clients with image needs, including image creation, retrieval and visual marketing consultation.

Assists with image selection, color correction and marketing–based imaging needs.

Uses creative processes to determine productive ways to visually present the University.

Assigns systematic labels to identify images for database retrieval from network storages and online image archives.

Prepares all digital images created for inclusion in visual database and archives.

Performs preventative maintenance or repairs on photographic equipment.

Performs related or similar duties as required or assigned.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Creates digital images and visual marketing materials and to fulfill client needs.

2. Maintains and updates network storage visual database of images and online image archives.

3. Consults with clients regarding image needs, including creation, retrieval and visual marketing consultation.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

  Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

  Vision: Requirements of this job include close vision and color vision.

  Speaking/Hearing: Ability to give and receive information through speaking and listening.

  Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stoop, kneel, crouch, bend, stand and walk while carrying up to 25 pounds. The incumbent is frequently required to use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms; and to stoop, kneel, crouch or crawl.

Experience/Educational Requirements:

  Education: High School Diploma or equivalent (GED).

  AND

  Experience: Two (2) years experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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