

The University of Akron
Classification Specification

Job Title:	Photographic Lab Technician	Job Code:	80650
Job Function:	Staff	Grade:	117
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	4000 Business / Administrative Division	Date:	2/5/14

Job Summary:

Manage the photographic laboratory to produce photographs and slides. Support the photo lab classrooms, maintain lab equipment, provide technical support and supervision to student lab assistants, and communicate with laboratory users.

Essential Functions:

50% Use computer equipment to develop graphics and slide shows. Act as staff photographer for the Art Department and special events while processing film and printing slides.

20% Maintain and repair the photography equipment and rooms. Provide quality control of all processors.

10% Organize and process work orders, produce invoices for billing/record keeping, deposit receipts, and create correspondence.

10% Supervise student assistants and provide technical support to classroom laboratories. Act as office manager and performs various clerical duties.

10% Order supplies and perform a monthly and annual analysis of the budget.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience producing computer graphics and slide shows in a photographic laboratory. Computer skills and knowledge of photographic equipment and labs required. Experience as professional photographer including picture taking, processing film, printing slides and maintaining photographic equipment required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.