

## Application for Student Worker Position – Photographer

*Applications must be typed and can be submitted in hard copy form to the Illinois Leadership Center, 290 Illini Union, or submitted via e-mail to [leadership@illinois.edu](mailto:leadership@illinois.edu).*

### **Overview**

The Illinois Leadership Center (ILC) provides leadership development programs and opportunities to students, staff, and faculty at the University of Illinois. Our main audience is students (graduate and undergraduate).

We use program photos for internal campus publications – e.g. in annual reports, on our website and online spaces, for posters or flyers, etc – within the campus community. It is important that we have photos from each program/event; however, since our programs are offered numerous times throughout the academic year there is no expectation that a photographer be present for every program, or for the entire duration of each program. The staff have identified the most engaging moments of each program so that our photographers can attend for 2 – 4 hour block of time instead of the whole day.

### **Photography Guidelines**

As our photos provide insight into the types of experiences our programs offer and due to their use in our publications, it is important that they follow some important guidelines. Namely:

- High resolution photos
- Show both individual interaction as well as shots of program materials/venues/environment
- Focus on individual or small groups (2 – 3 people) interactions
- Include diversity of subjects (e.g. age, gender, ethnicity, etc) to highlight the variety of students we serve
- Are engaging to view and professional in tone (e.g. no logo'd t-shirts in photos, cups/water glasses, food, etc)

A sample of photos taken at our programs can be found here: <http://www.facebook.com/pages/Illinois-Leadership-Center/55060975655>

### **Expectations of Photographers**

*As we have numerous programs throughout the year, we try to recruit 1-3 photographers who are able to split their time among our programs. Our expectations include:*

1. Able to confirm attendance at programs 7-10 days before program (we will use a scheduling system to confirm)
2. Able to attend 2-4 hour block of time within program (our photographers are NOT expected to attend the entire program)
3. Provide finished photos via usb or disk to our office within 2 weeks after the program
4. Align photographs with photographic guidelines (above)
5. Are responsive to email and punctual to programs
6. Take enough photos during the events to provide a solid selection of 50 – 75 good quality, publishable photos per program

Other expectations may include:

- Attending ILC Staff Development day as available to learn about organization, culture, and programs
- Attend as needed staff meetings or staff events (will be communicated when presence is a necessity)

### **Requirements for the position:**

1. Interest in being an engaged member of the ILC team
2. Solid photographic skills
3. Experience with, and access to, photo editing software
4. Professionalism while representing the Center at programs
5. Initiative, motivation, and punctuality
6. Personal camera preferred

### **Work hours:**

- Schedule is flexible, depending on programs
- Pay rate is \$10 per hour including shooting and processing time

Please complete and return to the Leadership Center at the above office or email address.  
This application must be typed.

**Application for ILC Photographer Position**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

School Address: \_\_\_\_\_

College: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Expected Graduation: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Academic Probation Status: \_\_\_\_\_

**Work Experiences**

*Please list three work experiences.*

**Employer:** \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor name and contact information (email or phone)

\_\_\_\_\_

**Employer:** \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor name and contact information (email or phone)

\_\_\_\_\_

**Employer:** \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor name and contact information (email or phone)

\_\_\_\_\_

**Please describe past experience you have had in formal and informal photography.**

**Why are you a strong candidate for this position?**

**Why are you interested in this position, and working with the Illinois Leadership Center?**

**Please provide any links to examples of your work:**

**Illinois Leadership Center and Campus Leadership Participation**

Please check if you have participated in any of the below.

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Insight   | <input type="checkbox"/> LeaderShape                    |
| <input type="checkbox"/> Intersect | <input type="checkbox"/> Leadership Certificate Program |
| <input type="checkbox"/> Ignite    | <input type="checkbox"/> Leadership Classes _____       |
| <input type="checkbox"/> Imprint   | <input type="checkbox"/> Other Leadership Program _____ |
| <input type="checkbox"/> Integrity |   |

**Campus Involvement**

Please list any past and/or present activities or groups that you are involved with on campus. Indicate any positions held in each.

Organization	Dates	Position Held

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_