

## Instructional Technologist A, Photographic Imaging Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=260796>

Downloaded On: Aug. 17, 2025 8:04am

Posted Aug. 5, 2025, set to expire Dec. 4, 2025

**Job Title** Instructional Technologist A, Photographic Imaging  
**Department** Photographic Imaging  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Aug. 5, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fine Arts - Other  
Fine Arts - Visual Arts

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**Job Description**

## Instructional Technologist A, Photographic Imaging

The Instructional Technologist supports the daily operations of the Photographic Imaging Department and plays a vital role in assisting faculty and students. This position oversees the Photo/Video Equipment Supply Room, ensuring the timely distribution and return of equipment for both classroom and on-location use. The Instructional Technologist is also responsible for maintaining key departmental facilities, including digital printers and the black-and-white darkroom. Additionally, they provide hands-on support to students during open lab hours and help ensure all instructional materials and equipment are ready and available for classroom demonstrations, labs, and studio work.

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*Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.*

*Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.*

### **Specific Responsibilities**

- Manage general maintenance of studio and classrooms.
- Prepare materials to issue to faculty or students based on the weekly class schedule and equipment reservation system.
- Manage professional still and video cameras and audio equipment, along with all supporting accessories.
- Maintain equipment including Fiber and RC print dryers, Epson and Canon inkjet printers, film and print scanners, enlargers.
- Monitor, order and maintain appropriate inventory of all departmental supplies. This includes researching purchases, making recommendations, maintaining vendor contacts, interfacing with the Purchasing Office personnel and procedures and preparing purchase requisitions.
- Oversee and monitor use of cameras, lighting equipment and studio supplies during open labs.
- Order and maintain all consumables including ink and chemical supplies.
- Assist with instruction of students regarding operating, safety and security of all issued equipment.
- Organize and attend student and faculty shows, exhibits and recruiting events.
- Design and manage a modern inventory system for the Equipment Room.
- Attend departmental meetings.
- Supervise student worker staff, to include scheduling and tracking hours worked.
- Additional duties as assigned by immediate supervisor.

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- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the College; including participation in graduation, recruitment events, general assemblies, student life activities and other cross functional teams. Create learning opportunities for students inside and outside of the classroom including opportunities to teach dual-enrollment high school students.
- Collaboration: Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Respect for Diversity: Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
- Assessment: Full participation in the assessment of student learning and student learning outcomes at the course, program, and institution levels.
- Student Success: Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population. Maintain office hours to meet with students outside of the classroom and respond to questions or concerns.
- Leadership and Development: Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.

### Minimum Qualifications

- Bachelor of Art or Science or Bachelor in Fine Arts degree required.
- Minimum two years experience in professional or college supply room dealing with photo and video inventory required.
- Thorough understanding of both inventory and teaching software required.
- Experience with professional photo and video production and post production required.
- Computer skills to support digital based courses including manipulation of digital photographs and images required.
- Self-motivated with the ability to multitask.
- Good oral and written communication skills required.
- Flexibility to evolve with the changing needs of the department.
- Must be able to work flexible hours.

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**Preferred Qualifications**

- Demonstrated experience teaching diverse student populations and addressing equity gaps is preferred.
- Demonstrated experience teaching within a community college is preferred.
- Bilingual or other language proficiency is preferred.

**Benefits:**

*"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.*

**Full-time faculty and staff benefits include:**

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

**Additional College benefits:**

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:  
<https://www.myccp.online/human-resources/benefits-eligibility>

**Interested candidates should complete an online application.**

- Cover Letter of interest and resume required.

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- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

*Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Abby Ametrano  
Community College of Philadelphia

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**Contact E-mail** Aametrano@ccp.edu