

Photographic Imaging Assistant (Part-Time)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=268244>

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Posted Nov. 12, 2025, set to expire Mar. 13, 2026

Job Title Photographic Imaging Assistant (Part-Time)
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Nov. 12, 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

Apply Online Here <https://www.click2apply.net/4GJdABcY4BwRxfLRNfZEqN>

Apply By Email

Job Description

Posting Details

Position Information

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Requisition Number: SCL00404

General Description

This part-time Photographic Imaging Assistant position provides assistance to faculty and staff within the Photographic Imaging department in maintaining the photo equipment room. Primary job responsibilities include issuing photography equipment, maintaining proper inventory controls and protocols, documenting equipment problems, conducting minor repairs, mixing darkroom chemicals, and maintaining the cleanliness and order of the photo equipment room.

This is a part-time position with work hours not to exceed 25 hours per week. The standard work schedule is Monday through Thursday, 5:30 pm to 10:00 pm and Saturday, 9:30 am to 4:30 pm. This schedule is subject to change during the College's Summer Sessions.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

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- Respond to basic questions concerning the proper use of photographic equipment and departmental policies and procedures.
- Maintain proper inventory controls and tracking of photographic equipment using digital check out system.
- Inspect condition of photographic equipment upon return by students and faculty.
- Report any damages to equipment using established protocols and forms.
- Provide basic technical support to maintain proper functioning of photographic equipment, printers and related software.
- Maintain organization and cleanliness of equipment and equipment room.
- Adhere to protocol of equipment room rules and maintain proper security measures to prevent theft of equipment.
- Complete daily inventory of all equipment and workspaces.
- Ability to lift 50 lbs.
- Perform other duties as assigned

Minimum Qualifications

- High School diploma, or GED equivalent, is required.
- Previous work experience using a variety of professional photography equipment required.
- Ability to operate large format printers required.
- Excellent customer service skills and the ability to collaborate well with others required.
- Effective verbal and written communication and interpersonal skills required.
- Ability to work effectively with minimal supervision is required.
- An understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college staff and students required

Preferred Qualifications

- Associates degree in photography or film, or equivalent coursework, is preferred.
- Proficient in the use of Adobe Creative Suite preferred.

Work Location: Main Campus

Benefits Summary

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"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
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

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>

Salary Grade or Rank:m6

Min Salary: \$25.00

Max Salary: \$38.25

Job Posting Open Date: 11/11/2025

Type of Position: Classified

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.

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- 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.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate

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- Other
- 4. * Do you have previous work experience using a variety of professional photography equipment?
 - Yes
 - No
- 5. * Are you proficient in the use of Adobe Creative Suite?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu

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All Jobs

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