



Associated Students of Western Washington University
AS KVIK
AS KVIK Coordinator

About the Position

The KVIK Coordinator is responsible for KVIK, the Associated Students (AS) video production program. The Coordinator's responsibilities include but are not limited to, training and supervision of KVIK volunteers, overseeing production schedules, facilitating any use of WWU/AS space or resources, and ensuring the KVIK programming complies with broadcast policies and regulations.

Position Classification

Coordinators provide programming for the AS as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.

About the Department

The purpose of KVIK is to facilitate and create original films and productions to showcase the work of WWU students. KVIK seeks to provide first-hand experience for those interested in the fields of primarily film and video production, as well as offering opportunities to gain experience in television broadcasting. KVIK productions represent students' original work and serve the Associated Students and the broader Bellingham community and beyond by providing interesting, entertaining, and informative media.

Terms of Position

This position begins the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. Position requires 30 hours of planning and prep work to be done over the summer in order to ensure events will be sufficiently prepared for by the beginning of all quarters. The position holder is required to attend AS orientation prior to fall quarter. The weeks prior to classes beginning, the position holder will work with their director and attend office trainings. Payment for the orientation and training is included in the monthly salary. This position requires an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is not required or expected to work during winter or spring breaks.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.

- Ability to complete the entire term of the position.
- Must have continually possessed a valid driver's license over the past 24 months.

Preferred Qualifications

- Organizational and time management skills.
- Knowledge of video equipment needs and uses.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community
- Ability to work independently and responsibly, while supervising others
- Ability to work collaboratively with multiple people and organizations
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - o Attending all AS staff development events including pre-fall orientation,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.

KVIK Responsibilities

- Provide Support to KVIK by:
 - o ~~Devoting at least 19 hours per week to KVIK business~~ Devoting at least 15 hours per week to KVIK business
 - o ~~Maintaining a minimum of 10 office hours between 8am and 5pm per week. Production time does not qualify.~~ Maintaining a minimum of 8 office hours between 8am and 5pm per week.
 - o Supervising volunteers and interns,
 - o Facilitating weekly Producer's meetings,
 - o Facilitating the KVIK Quarterly All Station Meetings,
 - o Other duties as assigned.

Position Responsibilities

- Maintain KVIK Operations by:
 - o Facilitating training program for incoming volunteers.
 - o Actively recruiting and managing student volunteers and interns, providing the means to gain film and television experience and assist in the growth of KVIK.

- o Maintaining an inventory of all KVIK equipment. Maintaining a hard drive or electronic archive of all KVIK programming, while preserving the existing tape & DVD archive
 - o Establishing and maintaining outlets on which KVIK programming will be shown (e.g. campus closed-circuit station, web-based video hosting),
 - o Working with KUGS/KVIK General Manager to develop a KVIK program schedule
 - o Overseeing the promotion of KVIK and its productions
 - o Addressing any concerns that may be raised by students, staff, or community members
 - o Coordinating with the AS Communications Director, regarding maintenance of KVIK's website.
 - o Ensuring programming compliance with KVIK, AS, VU, WWU, Federal Communication Commission policies and State and Federal laws. Maintain fair and attainable policies for shows to adhere to.
 - o Overseeing any and all publications pertaining to KVIK.
 - o Ensuring regular communication of all activities/programs occurring in your area with the KUGS/KVIK General Manager.
- Provide Support to the Associated Students by:
 - o Filming and/or delegating to volunteers the filming of other AS events as requested by the AS VP for Business and Operations or various AS department representatives

Salary

This position will receive \$6,322 per position term (approximately \$299 twice per month).

Reportage

This position reports directly to KUGS-FM General Manger.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised on Feb 19th, 2014 by motion ASB-14-W-41