



**Associated Students of Western Washington University**  
**AS KVIK**  
**AS KVIK Assistant Coordinator**

**About the Position**

The AS KVIK Assistant Coordinator is responsible for assisting in the coordination, marketing and evaluation of events and day-to-day operations of KVIK, including but are not limited to, training and supervision of KVIK volunteers, overseeing production schedules, reserving any use of WWU/AS space or resources, and ensuring the KVIK programming complies with broadcast policies and regulations.

**Position Classification**

Assistant Coordinators provide programming support to the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Assistant Coordinators report to department coordinators. Specific duties include but are not limited to assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating 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 is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works 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 neither required nor expected to work during intersession, winter break or spring break.

**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.

**Preferred Qualifications**

- Some past experience and a significant interest in video production.
- Interest in publicity, communications, graphics, and advertising.

- 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.
- Able to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.

### **AS Employment Responsibilities**

- Serve the diverse 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, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
  - 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 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,
  - o Developing and maintaining a legacy document as required by the AS Employment Policy.

### **KVIK Responsibilities**

- Provide Support to KVIK by:
  - o Devoting at least 15 hours per week to KVIK business
  - o Maintaining a minimum of 408 office hours between 9 a.m. and 5 p.m. per week.  
~~Production time does not qualify.~~
  - o Assisting the KVIK Coordinator in coordination with the KUGS/KVIK General Manager with the development of the KVIK program schedule,
  - o Attending weekly Production Meetings in coordination with the KVIK Coordinator
  - o Attending the KVIK Quarterly All Station Meetings.
  - o Ensuring regular communication of all activities/programs occurring in your area with the KVIK Coordinator and KUGS/KVIK General Manager,
  - o Other duties as assigned

### **Position Responsibilities**

- Ensure maintenance of operations and marketing:
  - o Assisting with training for incoming on-air volunteers.
  - o Maintaining the KVIK website and coordinating with the AS Communications Director, regarding maintenance of KVIK's website,
  - o Working with the AS Communications Office and the Publicity Center to ensure that KVIK events are included in the AS Review and the Western Front,
  - o Filming and/or delegating to volunteers the filming of other AS events as requested by AS department representatives, as needed and as resources allow.

- o Assisting the KVIK Coordinator with recruitment and management of student volunteers and interns, providing the means to gain video production experience and assist in the growth of KVIK.
- o Maintaining a hard drive or electronic archive of all KVIK programming, while preserving the existing tape & DVD archive,
- o Coordinating KVIK events and promotions.
- 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 Assisting with maintenance of KVIK equipment inventory
- Assess and track volunteer and programming experiences by:
  - o Collecting event/program data through surveys
  - o Developing volunteer surveys to assess the student experience as a participant in KVIK programming creation.

### **Salary**

This position will receive \$5,587 per position term (approximately \$279 twice per month).

### **Reportage**

This position reports directly to the KVIK Coordinator. The KUGS/KVIK General Manager however, is responsible for all personnel-related matters.

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

**The Associated Students is an Equal Opportunity Employer.**

**Revised on February 19, 2014 by motion ASB-14-W-41.**