



Associated Students of Western Washington University
KUGS-FM
Office Assistant Support Staff (Hourly)

About the Position

The KUGS-FM Office Assistant Support Staff primarily support the administrative functions of the office by providing clerical duties. The assistant is to support KUGS-FM by assisting with the KUGS-FM Music Library, Public Service announcement writing, Public Affairs Programming, KUGS-FM Promotions, serve as back up to the KUGS Morning Show Host and other on-air needs, communicating with staff members, and working on clerical assignments.

About the Department

The mission of KUGS-FM is to serve the students of Western by providing a diverse program of music and information consistent with student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism Western's community and the larger world we live in. KUGS, through its programming, will serve as a bridge from the university to the surrounding community. KUGS staff is responsible for cultivating the interest and production of noncommercial radio for Western's students.

Terms of Position

This is a temporary as needed position. This position works an average of 15 hours per week.

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

- Possess communication skills which include the ability to communicate with people of diverse opinions and backgrounds.
- Basic clerical and office skills.
- Good spelling and grammar skills.
- Pleasant telephone manner.
- Basic computer skills including word processing, Excel and e-mail.
- Ability to maintain a professional attitude in all aspects of office operation and client services.
- Ability to perform duties with supervision, as team member, and independently.
- Knowledge of the Associated Students offices and resources.
- Ability to balance school, work and personal commitments.

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding die AS Charter, all WWU policies, and all AS policies including die Employment Policy, Code of Conduct, and Program Standards,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Follow all AS Polices and By-laws
- Ensure die continuity and legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

KUGS-FM Responsibilities

- Maintain professionalism at KUGS-FM by:
 - o Attending KU GS-FM staff meetings as needed-
 - o Establishing and maintaining an effective working relationship witi all KUGS-FM Staff and Volunteers.
 - o Staying informed of KU GS-FM programming to provide support and act as a resource when needed.
 - o Communicating to die KUGS-FM Staff about support needs.

Position Responsibilities

- Provide support for KUGS-FM day to day functions by:
 - o Staying informed of KU GS-FM Programming and serve as resource when necessaiy
 - o Assist with the KUGS-FM Music Library maintenance by filing albums into die library, Racking missing CDs, and general library maintenance,
 - o Word process, type, copy, file and distiibute materials as directed
 - o Assist with writing Public Service Announcements by putting information received bom local non-profit community organizations and campus organizations into short (20-30 second) announcement to be read on ah.
 - o Creating Campus and Community Dady events calendars to be read on ah
 - o Assist with promotional events and ticket giveaways,
 - o Assist with editing news programs
 - o Assist KUGS-FM witi Live broadcasts and promotions of individual Specialty Programs
 - o Serve as backup for die KUGS Morning Show Host and/or otiiier on-ab shifts as needed
 - e—Perform otiiier duties as assigned by die KUGS-FM General Manager
 - o Keep accurate track of work hours on office timesheets and submit them on time

Wage

This position will receive a Program Support Staff 2 wage, which is approximately \$11.00 per hour.

Reportage

This position reports directly to die KUGS-FM General Manager.

This job description is subject to change in accordance with the AS Employment Policy. The Associated Shidents is an Equal Opportunity Employer.

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