



**Associated Students of Western Washington University**  
**AS KUGS-FM**  
**Maintenance Engineer**

**About the Position**

The AS KUGS Maintenance Engineer is responsible, in consultation with the station staff, for the maintenance, improvement, and security of all studio equipment, as well as monitoring equipment use and integrity with regards to Federal Communications Commission (FCC) regulations.

**Position Classification**

Coordinators provide programming for the Associated Students (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 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 three quarter 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. 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**

- Organizational and time management skills.
- 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.
- A strong electronics background.
- Knowledge of or willingness to learn the Federal Communications Commission (FCC) regulations pertaining to broadcasting. -
- Ability and willingness to instruct station personnel in the use of studio equipment.

### **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.

### **AS KUGS-FM Responsibilities**

- Provide support to KUGS-FM by:
  - o Maintaining a minimum 15 hours per week coordinated with the KUGS-FM Program Director, designated at KUGS between 9am-5pm. On air shifts as assigned by the KUGS Program Director,
  - o Attending weekly KUGS-FM Staff Meetings,
  - o Assisting Program Director with training of volunteers as needed,
  - o Participating in the KUGS-FM Quarterly All Station Meetings,
  - o Covering KUGS-FM operations during academic breaks,
  - o Completing other duties as assigned. -
  - o Keep accurate track of work hours on office timesheets and submit them on time -

### **Position Responsibilities**

- Ensure the effectiveness of KUGS-FM technical operations by:
  - o Assisting the General Manager in monitoring station operation to ensure compliance with the FCC and the station authorization during station operation including maintaining transmitter logs and Emergency Activation System requirements,
  - o Being responsible for, in consultation with the General Manager and station staff, the maintenance, improvement, and security of all studio equipment.

- o Being responsible for, in consultation with the General Manager, for maintenance, improvement, and security of transmitter, antenna, and satellite equipment,
- o Keeping the studios and equipment, including equipment housed at the transmitter and satellite locations, clean and orderly,
- o Maintaining a running inventory of all equipment and supplies,
- o Ability to work late nights, weekends, or on call as needed. -

**Wage**

Starting hourly rate of \$12.80.

**Reportage**

This position reports directly to KUGS-FM General Manager.

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

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

**Revised February 12, 2015 by motion ASB-12-W-9 -**