



## **Associated Students of Western Washington University**

AS KUGS-FM

Operations Coordinator

### **About the Position**

The AS KUGS Operations Coordinator is responsible for maintaining the daily program logs, including the rotation of all pre-recorded announcements, pre-recorded programs, and FCC required announcements. The Operations Coordinator also coordinates KUGS in-house audio production of promotional spots, public service announcements, news and public affairs programs, and underwriting announcements.

### **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, and 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 four quarter position. This position begins the last day of finals week spring quarter and ends the last day 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. This position has 7 weeks of leave, timing of which is scheduled by the General Manager and must be completed prior to the first day of spring quarter.

### **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**

- Knowledge of or willingness to learn Federal Communications Commission (FCC) regulations pertaining to broadcasting. -
- 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.
- Good copywriting and announcing skills.
- Experience or familiarity with audio production.

### **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 Acting as the Program Director in the Program Director's absence,
  - o Being responsible for coordinating and leading weekly traffic meetings with KUGS-FM Marketing and Development Director, and KUGS-FM News/PA Directors,
  - o Other Duties as assigned. -

- o Keep accurate track of work hours on office timesheets and submit them on time

### **Position Responsibilities**

- Ensure smooth and effective daily operations of KUGS-FM by:
  - o Maintaining the daily FCC operator and program logs, along with the rotation of all pre-recorded announcements, pre-recorded programs, and FCC-required announcements,
  - o Writing, recording, and scheduling Public Service Announcements, Campus and Community Calendars, and soliciting announcements from the Associated Students and campus organizations,
  - o Coordinating KUGS-FM and Associated Students event announcements,
  - o Working with the KUGS-FM General Manager and the KUGS-FM Program Director to improve listen-ability and overall sound of the radio station.
- Ensure that KUGS-FM production projects are well coordinated by:
  - o Working with KUGS-FM Marketing and Development Director to generate self-promotional spot ideas and underwriting announcements,
  - o Working with KUGS-FM News and Public Affairs Director to produce promotional spots for news and public affairs programs,
  - o Ensuring that all on-air volunteers are trained in the use of the production studio facilities.
  - o Being responsible for operations aspects of broadcasts that involve remote sources, including preempting the operations logs to include broadcast. (Arrangements for these special productions are made with KUGS-FM staff and volunteers.)

### **Wage**

Starting hourly wage of \$12.80

### **Reportage**

This position reports directly to KUGS-FM Program Director.

**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-15-W-09 -**