



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

KUGS-FM

KUGS-Automation and Digital Archive Project Manager- Hourly

### **About the Position**

The KUGS Automation and Digital Archive Project Manager is responsible for the research, planning, implementation, and initial maintenance of broadcast automation and digital archive systems for KUGS including but not limited to: project costs, equipment needs, integration of systems with the current KUGS infrastructure, testing of software and hardware, preparing reports, and developing training guidelines for the KUGS student staff and volunteers.

### **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**

The term of the KUGS Automation and Digital Archive Project Manager position will be from June 21, 2016 through September 20, 2016. Based on funding approval the position will be extended through June 2017.

### **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**

- Experience managing or collaborating on large technical projects.
- A strong electronics and computer background.
- Organizational and time management skills
- Knowledge of FCC Rules and Regulations as they relate to a broadcast station.
- 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.
- Basic knowledge of department and position specific responsibilities

- Ability and willingness to instruct station personnel in the use of studio equipment.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - 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.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### **KUGS-FM Responsibilities**

- Provide Support to KUGS-FM by:
  - Maintaining between 15 and 20 hours per week coordinated with the KUGS-FM General Manager and designated at KUGS between 9am-5pm.
  - Keeping accurate track of work hours on office timesheets and submit them on time
  - Performing other duties as assigned by the General Manager, in support of KUGS operations.

### **Position Responsibilities**

- Ensure the development and implementation of the KUGS Automation and Digital Archive Project by:
  - Directing the research, planning and analysis of radio broadcasting automation and digital archive systems in collaboration with the KUGS General Manager.
  - Developing financial costs and equipment needs.
  - Integrating the systems with the current KUGS broadcast equipment infrastructure.
  - Testing of software and hardware in collaboration with the Viking Union Manager of Information Technology.
  - Preparing reports and developing training guidelines for KUGS student staff and volunteers.

**Pay:** This position will receive a Project Manager 5 wage, which is \$12.50 per hour.

### **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.