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:
- 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.
- Follow all AS Policies and By-laws

Ensure the continuity and legacy of this position by:
- Working with supervisor and Personnel Director to revise and update position job description.
- Developing and maintaining a legacy document as required by the AS Employment Policy.

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

Position Responsibilities
Provide support for KUGS-FM day to day functions by:
- Staying informed of KUGS-FM Programming and serve as resource when necessary
- Assist with the KUGS-FM Music Library maintenance by filing albums into the library, tracking missing CDs, and general library maintenance.
- Assist with writing Public Service Announcements by putting information received from local non-profit community organizations and campus organizations into short (20-30 second) announcement to be read on air.
- Creating Campus and Community Daily events calendars to be read on air
- Assist with promotional events and ticket giveaways.
- Assist with editing news programs
- Assist KUGS-FM with Live broadcasts and promotions of individual Specialty Programs
- Serve as backup for the KUGS Morning Show Host and/or other on-air shifts as needed
  - Perform other duties as assigned by the KUGS-FM General Manager
  
- 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 the 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.