



Associated Students of Western Washington University
KUGS-FM
KUGS-Morning Show Host- Hourly

About the Position

The KUGS Morning Show is responsible for ensuring that the National News Programming is downloaded and recorded for broadcast by 7:00 am Monday-Friday (including holidays), engineering the news programming, and selecting and broadcasting a 2 hour music program in accordance with the determined musical format. This position must arrive at the station by 6:30 am. Hours are Monday-Friday 6:30 am -10:00am.

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

Morning Show Host is hired annually with quarterly renewals determined by the KUGS Program Director. The term is from the Monday of the first week of any academic quarter to the last Friday before the next quarter begins.

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

- Completion of KUGS Training Requirements or experience at another radio station and completion of the KUGS training before assuming position.
- Radio broadcasting skills.
- Radio production skills.
- Knowledge of FCC Rules and Regulations as they relate to a broadcast station.
- Knowledge and understanding of non-commercial programming and musical genres specific to the morning show format.
- Ability to be on time every weekday morning.
- Reliable work habits.
- Good communication skills, both interpersonal and public.
- An interest in the program or campus activities.

- Ability to work well with others.

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AS Employment Responsibilities

- Serve the 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 Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the continuity and legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.

KUGS-FM Responsibilities

- Provide Support to KUGS-FM by:
 - o Arriving at 6:30 am to ensure the station goes on air at 7:00am
 - o Download national news programming and burn to cd
 - o Engineer public affairs/news programming as scheduled in the Program Log
 - o Select and broadcast music in accordance with the determined musical format
 - o Maintain the operations and program logs
 - o Perform other duties as a KUGS music programmer
 - o Meet regularly with KUGS Program Director or General Manager to review the KUGS Morning Show
 - o Keep accurate track of work hours on office timesheets and submit them on time
 - o Attend staff meetings as required
 - o Attend KUGS All Station Meetings
 - o Perform other duties as assigned

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

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.