



**Associated Students of Western Washington University**  
AS KUGS-FM  
News & Public Affairs Director

### **About the Position**

The AS KUGS News & Public Affairs Director is responsible for KUGS On-Air news and public affairs programming along with ensuring that all material broadcast as part of the news and public affairs programming meets the standards of quality broadcasting, ethical journalism, and station policies. The KUGS-News & Public Affairs Director is responsible for training volunteer newsreaders and public affairs volunteers.

### **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**

- Knowledge of or willingness to learn the 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 writing, reporting, announcing skills.
- Good news judgment. Awareness of international, national, regional and local issues.
- Knowledge of audio production.

### **AS Employment Responsibilities**

- Serve the diverse 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.
  - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
  - Being knowledgeable of the AS organization and its general operations.
  - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - 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.
  - Developing and maintaining a legacy document as required by the AS Employment Policy.

### **KUGS-FM Responsibilities**

- Provide support to KUGS-FM by:
  - 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.
  - Attending weekly KUGS-FM Staff Meetings
  - Assisting Program Director with training of volunteers as needed.
  - Participating in the KUGS-FM Quarterly All Station Meetings.
  - Covering KUGS-FM operations during academic breaks.
  - Attending weekly traffic meetings.
  - During Operations Coordinator's absence responsible for soliciting and producing of public service announcements (PSA's).
  - Other Duties as assigned.
  - Keep accurate track of work hours on office timesheets and submit them on time

## **Position Responsibilities**

- Ensure that all material broadcast as part of the news programming meets the standards of quality broadcasting, ethical journalism, and station policies by:
  - Recording and editing all national news programming for on-air broadcast on a daily basis and ensuring that the recorded product is broadcast quality.
  - Newsgathering.
  - Working with the KUGS-FM Program Director and the General Manager to select and program features from Public Radio Satellite System.
  - Recruiting, developing, and training KUGS-FM newsreaders.
  - Recruiting, developing, and training KUGS-FM Public Affairs Programmers to produce independent, in-house, public affairs programming.
  
- Ensure that locally produced public affairs programming is of high quality by:
  - Working with the KUGS-FM General Manager to develop curriculum for public affairs volunteers.
  - Working with the KUGS-FM General Manager to oversee students in various aspects of local news gathering, production, and announcing.
  - Working with the KUGS-FM General Manager to produce quarter-long weekly public affairs program (this is to be for one quarter out of the four quarter position).
  
- Comply with Federal Communications Commission (FCC) regulations by:
  - Producing FCC-required quarterly issues report, which documents the community issues aired by KUGS-FM through the News and Public Affairs Programming.

## **Wage**

Starting hourly rate 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.