



**Associated Students of Western Washington University**  
AS KUGS-FM  
Program Director

**About the Position**

The AS KUGS Program Director is responsible for KUGS on-air programming. Through the supervision of KUGS core and on-air staff members, the Program Director ensures that the content of KUGS on-air programming complies with station policies and Federal Communications Commission (FCC) regulations while addressing the needs of our listeners.

**Position Classification**

Directors are responsible for coordinating the activities of different programs in a large department to ensure quality programming and/or efficient use of student resources. Specific duties include: establishing departmental goals, departmental training, program approval, personnel management and supervision, departmental budget authority, communication among employees, coordination of programs efforts, and conflict resolution. These positions operate under the management direction of the Associated Students (AS) Board of Directors.

**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 FCC regulations pertaining to broadcasting.
- Prior experience with managing volunteers or employees.

- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Strong interpersonal skills.
- Conflict management knowledge or experience.
- Basic computer skills including word, excel, publisher and outlook.
- Basic knowledge of department and position specific responsibilities.

### **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 Have 19 hours per week posted. Maintain office hours between 9 a.m. and 5 p.m. On-air shifts as needed.
  - o With the exception of the KUGS-FM Maintenance Engineer and KUGS-FM Marketing and Development Director, supervises KUGS-FM Core Staff.
  - o Participating in the training of KUGS-FM staff as directed by the General Manager,
  - o Facilitating weekly Core Staff meetings,
  - o Facilitating the KUGS-FM Quarterly All Station Meetings,
  - o Responsible for covering operations during breaks
  - o Other duties as assigned.
  - o Keep accurate track of work hours on office timesheets and submit them on time

### **Position Responsibilities**

- Enhance and maintain KUGS-FM On-Air Operations by:
  - o Facilitating the training program for incoming on-air volunteers.
  - o Being responsible for on-air operation of KUGS-FM throughout the year,
  - o Ensuring arrangements are made for substitutes in the event of absent personnel and being prepared to take responsibility for providing on-air replacements in emergency situations.
  - o Maintaining station access and substitute program lists and providing facility access lists quarterly as required by the VU and campus security.

- o Ensuring that content of on-air programming complies with station policies and FCC regulations.
  - o Ensuring programming compliance with KUGS, AS, VU, WWU, FCC policies and State and Federal laws.
  - o Preparing the Quarterly Program Schedule and Guide.
  - o Supervising the KUGS Specialty Music Coordinator, KUGS Operations Coordinator, KUGS News and Public Affairs Director, and KUGS Music Director.
- Foster the working relationship between KUGS-FM and the rest of the AS organization by:
    - o Serving as a voting member of AS Management Council,
    - o Helping plan and implement AS Fall Staff Development.

**Wage**

Starting hourly wage of \$14.29.

**Reportage**

This position reports directly to KUGS-FM General Manger.

**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**