**KCSU Staff Application**

Please fill out all the required forms and return in a PDF document to rebekahromberg@gmail.com. All applications are due Sunday March 22nd by 5pm. Expect to schedule an interview the week of March 23rd with Rebekah Romberg and Mario Caballero.

Your completed application should include the following.

1. One-page cover letter and Personal Resume
2. Completed Application Form
3. Position Paper responses
4. Student Media Application
5. Myers Briggs Results (test found online at please print and attach the results) <http://www.humanmetrics.com/cgi-win/jtypes2.asp>
A screen capture works well. Answer honestly, only you will know your responses. This can help you learn how best to communicate with the team.
6. Please attach a brief paragraph explaining why you want to work at KCSU and how you plan to be a positive impact in the position you’re applying for.

**TO: KCSU-FM Broadcast Engineer Trainee Applicants**

**FROM: Rebekah Romberg, Station Manager**

 **Mario Caballero, Broadcast Operations Manager**

**SUBJECT: KCSU Student Broadcast Engineer Trainee**

Applications will be accepted until this position is filled, but in order to ensure consideration **submit your completed application packet to Rebekah Romberg on or before the deadline of 5:00 P.M. on Sunday, March 22nd.** However we will keep the position open until it is filled.

The Station Manager hires the student management team. The Station Manager and management team work together with KCSU’s professional advisor: Mario Caballero, the Broadcast Operations manager.

All student management team applicants must be full-time (twelve or more undergraduate hours or six or more graduate hours per semester), degree-seeking, fee-paying Colorado State students in good academic standing (2.0 GPA or higher).

All student management team members are to attend training sessions during the year. This includes a legal training session taking place on Friday, August 21st. Please alert me immediately if you are unable to attend this training.

**\*\*\*\*\*\*KCSU-FM is an equal opportunity employer\*\*\*\*\*\***



 Student Media Application

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone Number (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CSU ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Phone Number (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a full-time student? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many credits will you be taking while you work here? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you on financial aid? \_\_\_\_\_\_ If so, what type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate Position(s) Desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for seeking employment here\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date available for employment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Planned graduation date? \_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applicant’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Broadcast Engineer**

The broadcast engineer student will learn the aspects of broadcast engineering under the supervision of the Broadcast Operations manager and the KCSU student station manager. Additionally, the engineer will learn the various IT workflow requirements with consultation from Academic Computing and Networking Services.

Much of the broadcast engineering is IT based so the student will need to demonstrate knowledge of basic IT infrastructure. The student will need to read and understand the documentation developed by the current engineer that describes the functions of the radio station systems.

These include but are not limited to:

Broadcast Electronics Vault Express automation system operations

Emergency Alert System operation

Broadcast FM transmitter control

Studio Transmitter Link operation

Harris Netwave Audio Consoles

Harris VistaMax/Express digital controls

KCSU internet stream

Production room and air studio Edit PCs

Adobe Audition

BSI skimmer

The Broadcast Engineer will become responsible for assisting with the technical welfare of the station. He/she will become responsible for assisting with the complete and efficient running of the on-air components of the station, the web stream as well as additional technical aspects of the station including the webcam. In addition to maintaining the technology of the radio station, the Broadcast Engineer will also learn to maintain some critical server environments of Student Media as a whole. This position reports directly to the Broadcast Operations Manager and Station Manager.

Knowledge/Skills/Abilities

* Ability to comprehend and understand the complex systems that operate the station.
* Knowledge of networking and basic IT systems
* Have basic understanding of a technical facility including audio broadcasting/production
* Ability to quickly troubleshoot, repair, maintain, and install systems that facilitate the operation of the radio station.
* Knowledge of audio/electrical wiring
* Ability to learn to work independently and with direction
* Able to innovate new ideas and improve on existing ideas that will improve the quality of the radio station

Principal Duties and Responsibilities:

* Quickly diagnose problems with audio, applications, or hardware of the radio station and provide an alternative solution if needed to maintain uptime.
* Consulting the Broadcast Operations manager to maintain computers and hardware of the radio station to ensure that the station is constantly online.
* Recommend and/or install new hardware
* Ensure that the station automation remains scheduled
* Working closely with the Broadcast Operations manager and Station Manager to ensure the station continues to run properly
* After consultation with the Broadcast Operations Manager fixing identified technical problems in a effective and efficient manner
* Communicating with the Broadcast Operations Manager about proposed major changes
* Attending weekly KCSU Staff meetings
* Posting and holding scheduled office hours

**Broadcast Engineer**

In a typed paper please answer the following questions from your perspective. Please indicate by number which question you are answering. There is no limit on the amount of writing you may include. Please answer the questions honestly and personally. Include your answers with the rest of your application packet.

1. Why do you want to do this?
2. What experience do you have that will help you in this position?
3. How do you plan to manage the time commitment of this position?