**KCSU Staff Application**

Please fill out all the required forms and return in a PDF document to sbulkley131@gmail.com. All applications are due by Monday March 21st by 5pm. When you return to campus, ensure you sign up for an interview time (located on the KCSU office door). Interviews will take place between March 22nd and March 31st.

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 Brings 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.
* **APPLICATIONS DUE FRIDAY March 21st**
* **LAST DAY TO INTERVIEW THURSDAY March 31st**
* **JOB OFFERS WILL BE MADE FRIDAY April 1st**
* **WORK STUDY SIGN UP 7:30AM MONDAY April 4th**

**TO: KCSU-FM Management Applicants**

**FROM: Sam Bulkley, Station Manager**

 **Mario Caballero, Broadcast Operations Advisor**

**SUBJECT: KCSU Student Management Team Application Process**

Thank you for your interest in KCSU-FM for the **2016-2017 school year!** A job description for this position is available online. Please don’t hesitate to make an appointment with either of us if you have any questions about the job description or any other matter.

Your application should include:

1. **One-page letter of application to:**

 Sam Bulkley

KCSU Station Manager

Lory Student Center Box 13

 Colorado State University

 Fort Collins, CO 80523

1. **Completed application form**
2. **Personal Resume**
3. **Completed position paper**

Applications will be accepted until this position is filled, but in order to ensure consideration **submit your completed application packet to Sam Bulkley on or before the deadline of 5:00 P.M. on Monday, March 21st.** However we will keep the position open until it is filled.

**In addition to filling out an application, you will need to sign up for an interview on the interview availability sheet in the station when you return from Spring break. You will receive an email confirming the interview time you sign up for.** Please check your email regularly, as interview times may be sent out as soon as March 21st.

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 advisor.

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 two hours of training sessions per week during the year. This includes a legal training session during the semester at a time to be determined. Please alert me immediately if you are unable to attend any of this training.

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



 Student Media Application

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

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

# Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **News Director**

The News Director is responsible for keeping our listening audience up to date on the latest happenings on campus, in our local community and around the world. This includes hiring and maintaining a staff of newscasters and coordinating and critiquing every newscast on KCSU. This position reports to both the Program Director and the Station Manager. Specific duties include:

* Selecting, training and critiquing newscasters for all 35 weekly news updates
* Holding air checks with each newscaster to provide positive criticism and suggestions for improvement
* Ensuring that the news is read every day at the correct times 🡪 this may mean finding subs if regular newscasters cannot make their spots
* Working with members of the CTV news department to produce in-depth packages to be aired during newscasts
* Understanding all news equipment, including how to use the mini-disc recorders and how to edit packages in Adobe Audition
* Ensuring that all members of the news department are professional and presentable when attending press conferences of any kind
* Providing news information and monitoring content and hosts with the Director of Campus Affairs and Awareness for the KCSU public affairs talk show
* Holding weekly news staff meetings
* Posting and holding regular office hours
* Attending weekly Board of Directors meetings
* Turning in a weekly report to the Program Director

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. What, in your opinion, is “college radio”? What is your vision of KCSU, and how does news tie into that vision?
2. How will you, as news director, recruit and work with a staff of newscasters to produce in-depth news coverage for KCSU?
3. The news department of KCSU has been award-winning for the past several years. How do you plan to improve on the already impressive reputation of the KCSU news department? What specific goals/changes, if any, do you have for the news department next year?

1. As the one of the people in charge of the KCSU Public Affairs talk show, how to you plan to help the show fulfill its responsibility to the community?