**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Promotions Director**

The Promotions Director, along with the Program Director, is responsible for all promotional events and activities at KCSU. The Promotions Director must be very creative and have a lot of new ideas to help enhance and promote KCSU’s image. This position reports to both the Program Director and the Station Manager. Specific duties include:

* Communicating with contacts at local venues, as well as with other promoters
* Conceiving promotional events to keep KCSU in the public eye
* Working with staff to plan and run various promotional activities
* Overseeing live remotes and promotional events 🡪 this includes being present to set up and tear down
* Coordinating all giveaway sheets, donor lists and other appropriate documentation
* Organizing and inventorying all promotional items
* Working with Program Director to schedule on-air giveaways
* Overseeing the distribution and monitoring of all promotional items, including shirts, stickers, etc.
* Managing and delegating responsibilities to the Associate Promotions Director
* Developing and implementing goals for the Promotions Team
* Holding weekly or bi-monthly promotions meetings
* Organizing old promotional sheets for recordkeeping purposes
* Posting and holding regular office hours
* Attending weekly staff meetings
* Post weekly content to kcsufm.com website
* Turning in a weekly report to the Station Manager

**Promotions Director Position Paper**

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. In your opinion, why does KCSU have a promotions department? What are the main goals we should seek to accomplish through the promotions department?
2. Using specific examples describe how KCSU can improve the promotions department and reach more people next year.
3. It is the first week of school – a critical time for KCSU to promote itself: Create a promotions schedule for this important week. Include specific examples and try to be as practical as possible.
4. Promotions Director can be a very tough and stressful job. What ideas do you have for keeping the promotions department positive and exciting?