**KCSU Staff Application**

Please fill out all the required forms and return in a PDF document to rebekahromberg@gmail.com. All applications are due Friday January 9th 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 January 19th and January 29th.

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 JANUARY 9TH**
* **LAST DAY TO INTERVIEW THURSDAY JANUARY 29TH**
* **JOB OFFERS WILL BE MADE FRIDAY JANUARY 30TH**
* **WORK STUDY SIGN UP 7:30AM MONDAY FEBRUARY 2nd**

**TO: KCSU-FM Management Applicants**

**FROM: Rebekah Romberg, Station Manager**

 **Mario Caballero, Broadcast Operations Advisor**

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

Thank you for your interest in KCSU-FM for the **2015-2016 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:**

 Rebekah Romberg

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 Rebekah Romberg on or before the deadline of 5:00 P.M. on Friday, January 9th.** 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 winter 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 Wednesday January 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 training sessions during the year. This includes a legal training session taking place on Friday, January 16th. Please alert me immediately if you are unable to attend 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Director of Training and Retention**

The Training Director is responsible for the education of all new KCSU staff members. This person will be dedicated to providing KCSU with knowledgeable and trained students. The Training Director must be extremely knowledgeable about KCSU and FCC rules and regulations, be highly skilled in the use of all broadcast equipment and be a confident, welcoming leader. This position reports to the Station Manager. Specific duties include:

* Creating and implementing a training plan for new DJs
* Administering all written and on air DJ tests
* Promoting testing integrity 🡪 this includes a no-tolerance policy for cheating and maintaining the 100% pass/fail grading system for all DJ tests
* Working with prime-time DJs to create a shadowing program that will provide a learning experience for trainees without sacrificing KCSU’s prime-time broadcast quality
* Keeping staff (new and old) up-to-date on skills they should know
* Checking in on newer staff to make sure they are continuing good practice of their training
* Creating and implementing innovative training programs for new trainees
* Working with the Professional Advisor and Station Manager to ensure proper FCC, EAS and underwriting education in the training process
* Keeping up-to-date records including e-mail, phone, Social Security number and address of all staff members
* Creating a plan to retain new DJs and volunteers.
* Posting and holding regular office hours
* Weekly meeting with Station Manager

**Director of Training and Retention 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. What, in your opinion, is “college radio”? What is your vision of KCSU, and how does training tie into that vision?
2. Obviously KCSU wants to produce the best sounding broadcast at all times. At the same time, new DJs need to have experience being on-air as part of the training process. What is your plan for training and how to you plan to incorporate trainee on-air time into the programming schedule?
3. Retaining new DJs is a large part of your job. What is your plan to keep new DJs at KCSU?
4. What specific experience do you have that will help you in this position?
5. Teaching FCC rules and regulations is one of the most important parts of the training process. How familiar and comfortable do you feel with FCC regulations in addition to KCSU rules and regulations?
6. What changes, if any, would you like to make to the training program next year?