**KCSU Staff Application**

Please fill out all the required forms and return in a PDF document to bryanateisl@gmail.com. All applications are due by Monday March 27th by 5pm. When you email in your application, include all the times you are available for an interview between March 27th 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.
* **APPLICATIONS DUE MONDAY March 27th**
* **JOB OFFERS WILL BE MADE FRIDAY March 31st**

**TO: KCSU-FM Management Applicants**

**FROM: Bryan Teisl, Station Manager**

 **Hannah Copeland, Audio and Music Student Media Adviser**

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

Thank you for your interest in KCSU-FM for the **2017/18 school year!** Please don’t hesitate to make an appointment with either Hannah Copeland, or I Bryan Teisl, if you have any questions about the job description or any other matter.

Your application should include:

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

 Bryan Teisl

KCSU Station Manager

Lory Student Center Box 13

 Colorado State University

 Fort Collins, CO 80523

1. **Completed application form**
2. **Personal Resume with at least two references**
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 Bryan Teisl on or before the deadline of 5:00 P.M. on Monday, March 27th.**

**In addition to filling out an application, you will need to sign up for an interview. Include all the times you are available for an interview between March 28th and March 31st in your application email.**

The Station Manager hires the student management team. The Station Manager and management team work together with KCSU’s professional advisor, Hannah Copeland.

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 as scheduled and approved by the station manager and existing KCSU staff.

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

**All-Staff Responsibilities**

All paid staff at KCSU have responsibilities that all staff must adhere too. Some of these include:

1. Hold regular office hours
2. Have regular correspondence with the Station Manager, and the Professional Advisor through Slack, email, and in person
3. Have weekly meetings with the Station Manager or Professional Advisor to set goals
4. Attend all weekly, all-staff meetings
5. Have regular correspondence with your community (e.g. Local director talking to the Fort Collins art community, Sports Director stalking to the CSU/Fort Collins high schools’ sports teams)
6. Can either answer any questions about KCSU, or if not be able to direct whoever is asking to the correct person
7. Apply for works study before starting your position. If work study is unavailable, you must turn in the necessary paperwork within the first two weeks of starting work
8. Accurately tracking your hours each week
9. Listen to KCSU!

 **Music Director**

The KCSU Music Directors track every piece of music that enters the station and are responsible for reviewing and selecting music that represents the tastes and trends in the CSU and Fort Collins community. Further, the music directors maintain contacts with the music industry representatives, report to industry publications and are ultimately responsible for maintaining a consistent sound and format for the station. The Music Directors report directly to the Station Manager.

The responsibilities to split between the Music Directors include:

* Assist the Program Director and Local Director in scheduling band interviews/In-Studio Performances
* Incorporate listener and KCSU staff input into musical selection
* Encourage participation in local music scene
* Organize weekly meeting with genre directors
* Splitting industry promoter contact equally between the Music Directors, and updating them on a weekly basis with their current records
* Reviewing and screening CDs, and adding CDs to rotation
* Labeling and inventorying incoming music
* Maintaining a list of Heavy, Medium and Light rotation CDs, adds and drops for each week, updates DJ Central and emailing that list to the Webmaster
* Adding weekly reviews/content to the kcsufm.com website
* Learning and keeping up to date on Spinitron and Zetta and the data Spinitron gathers
* Communicating with the NACC
* Overseeing Genre Directors and communicating effectively with them
* Effectively tracking DJ’s on the KCSU Calendar

**Music 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. What, in your opinion, is “college radio”? What is your vision of KCSU, and how does music tie into that vision?
2. How do you think the music directors should decide if a CD receives airplay at KCSU? In addition, what is your idea of diverse music? Give examples of ways that KCSU can cater to such a diverse audience of listeners.
3. Give examples of how you have delegated responsibility in the past. This can be professionally, personally, or academic.
4. What specific goals/changes do you have for the music department next year?