

**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 April 2nd 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!



**Promotions & Social Media Director**

The Promotions Director is responsible for all promotional events, activities and content 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
* Coordinating all giveaway sheets, donor lists and other appropriate documentation
* Working with Program Director to schedule on-air giveaways
* Overseeing the distribution and monitoring of all promotional items, including shirts, stickers, etc.
* Organizing old promotional sheets for recordkeeping purposes
* Post weekly content to kcsufm.com website
* Organizing all content through KCSU’s various social media accounts, including Twitter, Instagram, Facebook, and others
* All content through kcsufm.com, as well as any other online content, should be output though KCSU’s various social media
* Organizing and regularly uploading to social media
* Last line of defense against poorly written articles or otherwise poor content online
* Contact local shows for tickets or to get underwriting spots, and coordinate with the Programming Director
* Have full knowledge of all social media accounts and keeping a list of all and a description of each for record keeping purposes

**Promotions & Social Media 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?