**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!

 **Sports Director**

The Sports Director is responsible for keeping our listening audience up to date on the latest events and information in college and professional sports. This position reports to the Program Director, Station Manager, and Professional Adviser. Specific duties include:

* Selecting, training, and critiquing sportscasters for all weekly sports updates
	+ All sportscasters should be trained on style and content, as well as formal news casting techniques within one month of welcoming a new sports caster to your team
* Working with members of the sports department to produce in-depth packages to be aired either on RAMblers and Ram Talk
* Creating content and hosting the RAMblers specialty show and or Ram Talk
	+ This includes establishing a weekly timeline of topics for discussion, guests, etc.
* Must be available Mondays from 5 to 6pm to host or produce Ram Talk.
	+ Produce Ram Talk episodes for KCSU airwaves, and play them within 24 hours of the original Ram Talk Broadcast
* Remain culturally sensitive when reporting on professional and college athletes both and on and off mic
* If applicable, organizing (in conjunction with the Station Manager and Program Director) all live play-by-play broadcasts on KCSU.
	+ Producing applicable promotional spots for games
	+ Working with Station Manager and Advertising staff to ensure sponsorships are being met.
	+ Update complete CSU Volleyball broadcast schedule to KCSU Google Calendar.
* Ensuring that all members of the sports department are professional and presentable when attending press conferences, media days, and any other games/events.
* Maintaining a professional working relationship with CSU athletics
* Maintaining a professional relationship with the athletic departments of other schools
* Live play-by-play broadcast and produce all CSU home women’s Volleyball games
* Upload all the dates and times of CSU Women’s volleyball schedule on KCSU Google calendar
* Test all live Volleyball Broadcast equipment at least 24 hours before the game
* Obtain media passes in order for sports department staff to attend as many home and away events as possible
* Ensuring that all members of the sports department are professional and presentable when attending press conferences, media days, and any other games/events
* Sorting and organizing all stats, sports press releases, media guides, etc. in a timely and efficient manner

**Sports 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 do sports tie into that vision?
2. What specific goals/changes, if any, do you have for the sports department next year?
3. How will you, as sports director, work with a staff of sportscasters to grow the sports department and produce in-depth sports coverage for KCSU?