

KTSW-FM 89.9
STATION MANAGER
JOB DESCRIPTION

The Station Manager is the chief student administrative officer of KTSW and is charged with fulfilling the mission of KTSW and supervision of the entire student staff through the designated department heads.

- Maintains daily contact with staff members
- Hires executive committee members
- Schedules and conduct meetings with executive teams, staff, and General Manager
- Oversees that all departments follow KTSW and FCC policies
- Has authority to suspend and/or dismiss student staff members for cause within purpose
- Responsible for contact with the various constituencies of KTSW on campus – administration, student government and other students
- Represents KTSW at public functions where a station presence is needed
- Makes final decisions about the station programming based on recommendations from the Program Director
- Oversees all giveaways done within the station, ensuring that the forms needed are filled-out and filed appropriately
- Considers a local community service project for the school year
- Coordinates emergency coverage during a natural disaster
- Identifies student appointees eligible for work-study