

KTSW 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
- Creates and manages staff lists
- Checks out cameras and equipment to staff members
- Schedules and conducts meetings with executive teams, staff, and General Manager
- Leads All Staff meetings
- Manages staff attendance of meetings and volunteer events
- Oversees that all departments follow KTSW and FCC policies
- Has authority to suspend and/or dismiss student staff members for cause within reason
- 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
- Identifies student appointees eligible for work-study
- 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