

Job Descriptions

Station Manager: Oversee day-to-day operations of radio station, and ensure that all staffs' duties are completed. Act as liaison between WKPX, Office of Student Media, Faculty Advisor, Beacon and WNSU Radio X

- Work under the Core values of the Division of Student Affairs (DOSA): Responsive, Initiative, Production, Involvement, Commitment and Professionalism
- Oversees day to day operations of the radio station;
- Interviews applicants for staff positions and decides, in consultation with Faculty Advisor, Program Director (where applicable) and Assistant Station Manager, on the hiring and discharging of staff;
- Oversees staff members with respect to their duties and responsibilities;
- Work closely with Assistant Director for Student Media to maintain all budget affairs
- Processes all equipment purchases;
- Prepare quarterly report related to the overall performance status of Radio X and propose plans for improvement
- Arranges payment of all invoices and other expenses;
- Work closely with Assistant Director for Media to ensure that all contractual obligations are met;
- Forwards to WKPX all donor ships, sponsorships, community issue programming, and listener correspondence on a quarterly basis;
- Works with Program Director on any format changes;
- Works with Public Relations Director on promotions and community relations;
- Arranges and chairs all staff meetings with an agenda;
- Assigns staff member to staff meeting-minutes;
- Maintains memberships and contacts with official organizations for radio stations;
- Reassign staff as needed to fill unfilled staff positions
- Works directly with Faculty Advisor and Assistant Director for Student Media on all administrative and operational matters;
- Act as liaison between Radio X and DOSA
- Work with Faculty Advisor and the Assistant Director for Student Media to plan leadership & job skill enhancement training

- Acts as liaison between Faculty Advisor and staff;
- Attend any staff leadership & job skill enhancement training as deemed by the Assistant Director/Advisor
- Assumes responsibility for unfilled staff positions, as necessary;
- Attend meetings, perform functions as deemed appropriate by Assistant Director/Advisor

Assistant Station Manager: Assist Station Manager in overseeing day-to-day operations of radio station, and ensure that all staffs' duties are completed.

- Work under the Core values of the Division of Student Affairs (DOSA): Professionalism, Responsive, Initiative, Inclusiveness, and Student Centeredness
- Assist with overseeing day-to-day operations of the radio station
- Assist with overseeing staff members with respect to their duties and responsibilities
- Be a connector by: promoting the opportunities available to students at Radio X in all your classes, inviting classmates/peers to sit in on a live show or to visit the studios during office hours, invite classmates/peers to participate in voice over's,
- Be an ambassador of the Division of Student Affairs by: becoming knowledgeable about what the division has to offer to students such as opportunities to work as an orientation leader or residential advisor, live on campus, etc.
- Assist with ensuring that all contractual obligations are met
- Assist with forwarding all donorships, sponsorships, and community issue programming and listener correspondence on a quarterly basis to WKPX.
- Assist with the training of interns and potential staff member
- Maintain Educational Media folder
- Assist with the maintenance of all Financial spreadsheet
- Attend staff meetings & perform functions as deemed appropriate by Station Manager
- If needed assign staff to remotes
- Keep staff folders up to date (including update school schedules)
- Assist Station Manager, Faculty Advisor and the Assistant Director of Student Media in planning leadership and skill enhancement training sessions for staff.
- Attend any staff leadership & job skill enhancement training
- 3hr on-air shift
- If necessary, staff member must do live remote

- Attend staff meetings, DJ meetings & perform functions as deemed appropriate by Station Manager

Program Director: To ensure that all Disc Jockeys are well trained and that DJ's shows/on-air actions abide by the rules & regulations set forth by the FCC. Work closely with Station Manager & Assistant Station Manager in any formatting or re-structuring of present formatting.

- Work under the Core values of the Division of Student Affairs (DOSA): Professionalism, Responsive, Initiative, Inclusiveness, and Student Centeredness
- Be a connector by: promoting the opportunities available to students at Radio X in all your classes, inviting classmates/peers to sit in on a live show or to visit the studios during office hours, invite classmates/peers to participate in voice over's,
- Be an ambassador of the Division of Student Affairs by: becoming knowledgeable about what the division has to offer to students such as opportunities to work as an orientation leader or residential advisor, live on campus, etc.
- Arranges for the training of all new disc jockeys (interns)
- Provide program, announcements, check-in, and request logs for all shifts
- Maintains the broadcasting booth on a daily basis;
- Suspends and/or discharges disc jockeys, as appropriate and in consultation with Station Manager
- Arrange and chair all disc jockey meetings
- Ascertains DJ's FM readiness
- Ensure that all sponsorship announcements are aired according to agreements
- Arrange time slots for prize giveaways, in consultation with Station Manager or Assistant Station Manager
- Maintain accurate spreadsheets of all contest winners
- Acquire new public service announcements and syndicated music shows to fit current format/programming
- Keep current lists of disc jockeys including contact numbers, e-mail addresses, and phone numbers.

- Work with Station Manager to discuss any format changes and/or re-structuring of present format
- Work with DJ's to promote individual shows and disc jockeys
- Work with Production Engineer on new PSA's, GSA (general service announcements), kickers, bumpers, legal hour identification, liners, and other station on-air promotions.
- Supervises and works with Community Program Director to ensure interviews are consistent with current programming
- Listen to and approve all new PSA's, GSA's, kickers, bumpers, legal hour identification, liners, and other station on air promotions before they air
- Work with John Farley (Station Manager at WKPX), Andy Furlong (Engineer Beacon) and Jim Sorenson (Contract Engineer) in correcting any problems arising from issues pertaining to the transmitter.
- Ensure that all shifts are covered
- Attend staff meetings, DJ meetings & perform functions as deemed appropriate by Station Manager.
- Attend any staff leadership & job skill enhancement training
- 3hr on-air shift
- If necessary, staff member must do live remotes

IT Director: Promotes the radio station by keeping the public informed of the stations upcoming events and promotions via internet. Maintain all Radio X web-sites and pages.

- Work under the Core values of the Division of Student Affairs (DOSA): Professionalism, Responsive, Initiative, Inclusiveness, and Student Centeredness
- Maintain Radio X website www.nova.edu/radio
- Be a connector by: promoting the opportunities available to students at Radio X in all your classes, inviting classmates/peers to sit in on a live show or to visit the studios during office hours, invite classmates/peers to participate in voice over's,
- Be an ambassador of the Division of Student Affairs by: becoming knowledgeable about what the division has to offer to students such as opportunities to work as an orientation leader or residential advisor, live on campus, etc.
- Maintain Web pages (Twitter and Facebook)
- If necessary maintain podcasting
- Setting up and maintain web screens for Disc Jockey
- Maintain web streaming
- Maintain Live365 stream including updating the music selection
- 3 hr on-air shift
- If necessary, staff member must do live remote
- Attend any staff leadership & job skill enhancement training
- Attend Staff & DJ meetings and perform functions as deemed appropriate by Station Manager.

Business Manager: Soliciting funds for Student Media by way of, money, underwriting & advertisement agreements, and remotes (both on/off campus)..

- Work under the Core values of the Division of Student Affairs (DOSA): Professionalism, Responsive, Initiative, Inclusiveness, and Student Centeredness
- Solicits funding for Student Media in the form of money through underwriting/advertisement;
- Arranges remotes and disc jockey services for events in the community and on campus;
- Work with Business Manger assigned to The Current Newspaper
- Be a connector by: promoting the opportunities available to students at Radio X in all your classes, inviting classmates/peers to sit in on a live show or to visit the studios during office hours, invite classmates/peers to participate in voice over's,
- Be an ambassador of the Division of Student Affairs by: becoming knowledgeable about what the division has to offer to students such as opportunities to work as an orientation leader or residential advisor, live on campus, etc.
- Maintains records of all agreements with underwriters and advertisers
- Provide Station Manager and Assistant Director with weekly business reports (i.e. number of businesses contacted, the means they were contacted by, when, what happened and how many times the business was contacted, how many spots/ads were purchased, and how much money was earned).
- Works with the Program Director and Production Engineer to ensure all announcements are aired for the stipulated amount of time, work with Chief of Visual Design to ensure that all ads are published for the stipulated amount of time and conform to all contractual arrangements;
- Maintains regular contact with all underwriters and advertisers.
- Work with Station manager/Editor in Chief in writing proposals for the various venders
- 3hr on-air shift
- If necessary, staff member must do live remotes
- Attend any staff leadership & job skill enhancement training
- Attend staff & DJ meetings and perform functions as deemed appropriate by Station Manager
- Lead leadership and professional training session

Music Director: To place music that meets FCC guidelines in booth and ensures that it receives necessary rotation. Report to CMJ weekly.

- Work under the Core values of the Division of Student Affairs (DOSA): Professionalism, Responsive, Initiative, Inclusiveness, and Student Centeredness
- Reviews, catalogs, and places into rotation new music on a regular basis
- Ensure that recommended tracks are clean and appropriate, following FCC guidelines
- Report to CMJ online on Tuesday by 2pm of every week and place a copy of the report in the booth for use by disc jockey
- Be a connector by: promoting the opportunities available to students at Radio X in all your classes, inviting classmates/peers to sit in on a live show or to visit the studios during office hours, invite classmates/peers to participate in voice over's,
- Be an ambassador of the Division of Student Affairs by: becoming knowledgeable about what the division has to offer to students such as opportunities to work as an orientation leader or residential advisor, live on campus, etc.
- Maintains working relationships with record companies, promoters, and artist
- Work with Program Director to set up artist interviews
- Maintain databases of record company containing contact names, phone numbers, and e-mail addresses
- Maintain music spreadsheet (including ADD dates and cd disposition)
- Work with Program Director regarding music rotation and other programming issues
- 3hr on-air shift
- If necessary, staff member must do live remote
- Attend any staff leadership & job skill enhancement training
- Attend staff meetings, DJ meetings & perform functions as deemed appropriate by Station Manager

Production Engineer: Ensures that all recorded programs, bumpers, kickers, liners, sign-offs, sign-on, legal hour, and underwriting is clear, fresh, meet FCC standards, and professional in sound.

- Work under the Core values of the Division of Student Affairs (DOSA): Professionalism, Responsive, Initiative, Inclusiveness, and Student Centeredness
- Produces and updates bumpers, kickers, legal hours and sign on/off's on a regular basis;
- Produces and records all public service announcements and other announcements, as needed;
- Be a connector by: promoting the opportunities available to students at Radio X in all your classes, inviting classmates/peers to sit in on a live show or to visit the studios during office hours, invite classmates/peers to participate in voice over's,
- Be an ambassador of the Division of Student Affairs by: becoming knowledgeable about what the division has to offer to students such as opportunities to work as an orientation leader or residential advisor, live on campus, etc.
- Assists disc jockeys in producing liners for their show, as needed;
- Produce all Radio X promotional pieces to use at such events as Radio X present and SEA Thursday's
- Maintain all equipment in the production room
- Maintains the production area on a daily basis;
- Maintains equipment (production and on-air);
- Work with staff responsible for editing the Information Exchange, Final Stretch and other original productions;
- Train other staff members on editing
- 3hr on-air shift
- If necessary, staff member must do live remotes
- Attend any staff leadership & job skill enhancement training
- Lead leadership and professional training session
- Attend staff & DJ meetings and perform functions as deemed appropriate by Station Manager

Community Programming Director/Producer: Establish Radio X as the Voice of NSU.

- Work under the Core values of the Division of Student Affairs (DOSA): Professionalism, Responsive, Initiative, Inclusiveness, and Student Centeredness
- Present topics that are relevant to the NSU community
- Be a connector: connecting NSU to the outside community/the NSU community by: highlighting students club/organizations philanthropic work, present our Greek population, speak specifically to life as a commuter student and as a non-traditional student, collaborate with The Current on the Diary Of segment, present the various events held on campus, work with SLCE/Razors Edge, speak to the various resources available at NSU such as student counseling, reach out to student clubs/organizations including graduate programs, etc.
- Be a connector by: promoting the opportunities available to students at Radio X in all your classes, inviting classmates/peers to sit in on a live show or to visit the studios during office hours, invite classmates/peers to participate in voice over's,
- Be an ambassador of the Division of Student Affairs by: becoming knowledgeable about what the division has to offer to students such as opportunities to work as an orientation leader or residential advisor, live on campus, etc.
- Ensure that 75% of the topics covered on the Information Exchange is directly related to NSU and incorporates voices from the NSU community.
- Attend various I.O.C meetings to find out about upcoming events
- Conduct adequate research on topic(s) of proposed show
- Maintain accurate spreadsheets & binders; which should include, show topics, contact information for all guest, research, dates, and questions asked
- Plans content for and schedule airings of Information Exchange.
- Arrange and conduct interviews for Information Exchange.
- Edit interviews and produce the final on-air product.
- Work closely with Dr. Waites by (1) submitting proposed questions before interview for review (2) submit finished edit piece before recording is aired.
- 3hr on-air shift
- If necessary staff member must do live remotes
- Attend any staff leadership & job skill enhancement training
- Lead leadership and professional training session

- Attend staff & DJ meetings and perform functions as deemed appropriate by Station Manager