



Job Title: Assistant General Manager (AGM)

Purpose:

To assist the General Manager
2nd on-call 12 months of the year

Principle Functions/Requirements:

- I. **Administrative Duties:**
 - a. Assist the General Manager in the basic running of the station as deemed appropriate by the General Manager;
 - b. Assist the General Manager in performance of the General Manager's duties as deemed appropriate by the General Manager;
 - c. On-call 12 months of the year;
 - d. Attend weekly staff meetings.

- II. **Clerical Duties:**
 - a. Assist the General Manager in maintenance of FCC required paperwork, meeting current FCC standards and regulations;
 - b. Maintain the following documents:
 - c. Daily promo, PSA, ticket giveaway, and underwriting schedules;
 - d. Daily transmission meter logs and track all EAS transmission;
 - e. DJ program logs;
 - f. Work with the marketing department to ensure proper scheduling of underwriting and promotional spots;
 - g. Coordinate with the Chief Engineer on scheduling and tracking of EAS feeds;
 - h. Assist the Programming Director in maintaining an up-to-date log of show coverage needs;
 - i. Submit quarterly department reports to the General Manager.

Compensation/Selection Procedure:

\$200 month for 12 months

This position is available to all University of Oregon students enrolled at least half time three out of four academic terms, in order to receive a stipend of \$200/month. The position begins July 1st and runs through June 30th of the following year. Training will begin by June 1st and individual holding the position will be required to provide training to the incoming staff member. Position requires approximately 20 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA General Manager