



JOB DESCRIPTION: ASSISTANT GENERAL MANAGER

To apply or for more information, contact the KWVA General Manager
cnisser@uoregon.edu

PURPOSE

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

PRINCIPLE FUNCTIONS/REQUIREMENTS

I. Administrative Duties

- Assist the General Manager in the basic running of the station and in performance of his/her duties as is deemed appropriate by the General Manager
- On-call 12 months of the year
- Attend weekly staff meetings

II. Clerical Duties

- Assist the General Manager in maintenance of FCC required paperwork, meeting current FCC standards and regulations
- Maintain the following documents
 - Daily promo, PSA, ticket giveaway, and underwriting schedules
 - Daily transmission meter logs and track all EAS transmission
 - DJ program logs
- Work with the marketing department to ensure proper scheduling of underwriting and promotional spots
- Coordinate with the Chief Engineer on scheduling and tracking of EAS feeds
- Take and archive meeting minutes [DJ and Staff] in a timely manner
- Submit quarterly department reports to the General Manager

REPORTS TO

KWVA General Manager

ELIGIBILITY

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms.

COMPENSATION & TIME COMMITMENT

- Student Stipend: \$200 month
- Requires approximately 20 hours a week

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EOE/AA/ADA