



Associated Students of Whitworth University

Job Description

KWRS General Manager

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8 months

60 hours/Month

Minimum Wage

The KWRS general manager shall:

- a. Provide fair and honest leadership to complete radio station operation
- b. Be responsible for developing a yearly budget and managing that budget
- c. Maintain all station equipment and supply inventories, and supervise all purchases and equipment
- d. Coordinate the activities of the general staff and supervise the procedures required for hiring, placement, training and dismissal, class grading, and policy enforcement in conjunction with the faculty advisor
- e. Be responsible for compliance with all aspects of the FCC regulations, current licensing and record keeping as they pertain to college radio
- f. Be responsible for maintaining the quality and integrity of the radio station, always keeping within the goals and mission of Whitworth University, FCC rules and regulations, KWRS policies and procedures, and ASWU policy and assuring the proper and definitive enforcement and interpretation of these operating procedures
- g. Serve on the Media Committee
- h. Direct and organize weekly meetings with both the management and the entire KWRS staff in conjunction with the faculty advisor
- i. Obtain yearly survey information from the student population as to how the station is meeting student needs and desires
- j. Attend Assembly meetings and the GE 330 leadership class each semester
- k. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- l. Serve on at least one committee approved by ASWU.

The KWRS general manager shall possess the following qualifications:

- a. At least one year of experience in radio broadcasting and have taken JMC 446 or be currently enrolled in JMC 446
- b. Management skills that include financial, personnel, organizational, and time management competencies;
- c. Knowledge of the technical aspects of radio equipment and the radio station;
- d. Understanding of pertinent FCC regulations and licensing requirements;
- e. The ability to communicate with staff members and others, and the ability to work out inter-departmental conflicts in a constructive manner;
- f. The ability to follow-up on all contacts made on campus and in all matters dealing with off-campus businesses and the Spokane community;
- g. Knowledge of organizational structure and job descriptions including: music director, web manager, underwriting coordinator (business and concerts)

- h. A vision for future development of KWRS and how it can best serve Whitworth and the Spokane community
- i. Be enrolled as an undergraduate students with at least 12 units per semester.