

Department: **Communication and Media Studies**

Working Title: **KSUN Production & Ops Director**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$17.86/hour**

Appointment: **3-4 hours/week**

Expected Dates of Employment: **September 1st – December 18th, 2025**

Deadline to Apply: **August 25th, 2025**

Requisition #: **COMMEDIA_POD_ISA_Fall25**

DUTIES OF THE POSITION

The Operations & Production Manager's job is to oversee daily operation of the station. This includes overseeing the production and air studios, troubleshooting technical and other issues, and being familiar with software used at the station, as well as the remote broadcast equipment. The Operations & Production Manager is a resource for everyone affiliated with the station. Should an issue arise in any area of the station, the Ops Manager, with input from the GM and associated department managers, will help assemble a task force to brainstorm and offer solutions. When needed, the Operations & Production Manager and production team assist all staff in recording or producing any special broadcasts, spots, PSA's and promos for the station. This manager also assists with the Production Skills Workshop within the class structure and training staff.

MINIMUM QUALIFICATIONS

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, complete research, or tutor for a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

HIRING CRITERIA

Previous experience in Radio/Audio Production

HOW TO APPLY

Email the COMS Dept. at shelly.stephens@sonoma.edu

HIRING NOTIFICATION

Applicants will be notified by email if they are hired

SUPERVISOR

Gina Baleria

OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

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