Department: Communication and Media Studies
Working Title: KSUN Music Manager
Classification: Instructional Student Assistant
Number of Openings: 1
Pay Rate: $16/hour
Appointment: 2-3 hours/week
Expected Dates of Employment: March 1st 2022 – May 13th 2022
Deadline to Apply: February 18th, 2022

Requisition #: COMS_ISA_2122_10

DUTIES OF THE POSITION
The Music Manager serves as the student lead in charge of 24-hour the music collection and industry relationships for KSUN. This includes facilitating station imaging, including student creation of promos, liners, PSAs, and other imaging; and leading discussions on KSUN programming ideas and evolution. In addition, the Music Manager assists in technical aspects of broadcast execution and performs other duties as assigned.

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
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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