

Department: **Communication and Media Studies**

Working Title: **KSUN Communications Manager**

Classification: **Instructional Student Assistant**

Number of Openings: **1**

Pay Rate: **\$16/hour**

Appointment: **2-3 hours/week**

Expected Dates of Employment: **Sept. 5<sup>th</sup> – December 9<sup>th</sup>, 2022**

Deadline to Apply: **Open until filled**

Requisition #: **COMS\_ISA\_2223**

## **DUTIES OF THE POSITION**

The Communications Manager maintains communication between the station and those trying to interface with us, such as underwriters, other departments, students, and vendors. The Communications Director is responsible for receiving, maintaining, and distributing incoming e-mails, phone calls & snail-mail from the BECA office. The Communications Director is also in charge of posting to social media and maintaining the KSUN social media presence.

## **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](mailto: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.

## **SONOMA STATE UNIVERSITY**

1801 East Cotati Avenue  
Rohnert Park, CA 94928-3609