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: February 1, 2023 – May 19, 2023
Deadline to Apply: January 23, 2023

Requisition #: COMS_ISA_2223_11

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

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

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