MT. SAN ANTONIO COLLEGE
JOB DESCRIPTION

Job Title: KSAK Operations Coordinator
Range: 73
Date Revised: 10/11/02
Date Approved: 5/22/02

PRIMARY PURPOSE

This position is responsible for coordinating the operations, maintenance, and scheduling of the College’s radio broadcasting facilities for use by students enrolled in either a Broadcasting program or an internship program. This includes ensuring that the facilities operate in accordance with the College policies and procedures, as well as with Federal Communications Commission guidelines.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Supervises, trains, and provides technical support to students using broadcasting equipment; insures broadcasting facilities are secure, and that broadcasting content is in accordance with policies and procedures

2. Operates, directs and teaches through the KSAK radio station while providing an “on-air” personality

3. Creates, modifies, monitors, repairs and updates broadcasting software; monitors programs such as music, athletic, and other special events; administers a computerized automation system for air programming during hours when broadcasters are not available; digitally transfers and loads all songs, programs, commercials to an automation system

4. Configures and maintains a specialized computer that digitizes an audio signal; produces audio for a variety of college functions/events, performs cleaning and maintenance of broadcast facilities equipment, demonstrates the proper use of equipment to students

5. Supervises non-station radio lab facilities, assisting students in operating the KSAK studio as well as other radio workstations; provides technical support and troubleshoots audio systems, ensuring computers and software are appropriately set for use

6. Extends signals by way of a website with internet search engines to promote service and awareness of the college, its various activities, and its radio station; creates, edits, and uploads HTML pages; continually updates website; utilizes specialized streaming server software to stream a radio signal over the internet

7. Visits high schools annually and makes presentations; participates in school district internship programs; recruits students in the broadcasting program

8. Oversees the technical operation of the college’s phone hold system; writes, engineers and voices the on-hold phone messages; adds, updates, corrects, or deletes announcements as needed

9. Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner

10. Performs related duties as assigned
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WORKING RELATIONSHIPS
The KSAK Operations Coordinator maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE
Associate degree in Radio Broadcasting or directly related field, Bachelor’s degree preferred; 3-5 years of directly related broadcasting experience; Valid FCC Operator’s Permit desired.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of:
- Organization, operations, policies and procedures
- Federal Communications Commission guidelines
- Basic principles of organization, station management
- Supervisory principles and practices
- Equipment, materials, supplies used in broadcasting
- English usage, grammar, spelling, punctuation, and vocabulary
- Various specialized broadcasting equipment and computer software applications

Ability to:
- Operate and maintain a variety of broadcasting equipment and computers
- Demonstrate the proper use of technical equipment
- Provide substantive assistance to students in all Broadcasting program courses
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective and professional relationships with others

LICENSES AND OTHER REQUIREMENTS
A valid and appropriate California Driver’s License.

WORKING CONDITIONS
College office environment; subject to driving to a variety of locations to conduct work; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 50 pounds.