

Station Manager Description

Reports To: General Manager / Faculty Advisor

Position Requirements:

- Minimum cumulative & Texas State GPA of 2.5 when applying. Must maintain 2.5 cumulative & Texas State GPA during 1 year term.
- Must be a full time student enrolled in 12 hours or more.
- Serves as the chief student administrative officer of KTSW and has overall responsibility for implementation of station policies and procedures
- Responsible for the appointment and supervision of the entire student staff through the designation of department heads
- Serves as a liaison between department heads and the General Manager
- Serves as a liaison between Texas State University and San Marcos community and KTSW
- Flexible Schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Performs other duties as assigned
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Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

E = Executive Staff Member (paid by stipend or commission)

S = Supervisory Role

C = Content Management

O = On Air (live)

P = Production