

Associated Students, Inc. (ASI)
California State University, Dominguez Hills

Job Description
RADIO STATION ASSISTANT, KDHR
(Student Assistant)

Class: Non-Exempt Rate: \$10.90 per hour

Classification: Student Employee Level II

Work Schedule: As developed with the ASI Program Coordinator. Up to 20 hours per week, contingent upon operation need, academic scheduling, etc.

GENERAL STATEMENT

The Radio Station Assistant will provide a wide range of administrative tasks, event production, tracking and editing promotional pieces, supporting the disc jockeys in the field and studio, editing live shows for podcast distribution, acquiring broadcast material, identifying guests, etc.

RESPONSIBLE TO: ASI Program Coordinator

REQUIRED EDUCATION AND EXPERIENCE:

- Full-time student currently enrolled at CSUDH
- Entry-level experience with Adobe Audition and/or other digital audio software
- Basic understanding of audio terminology and equipment
- Broadcast or Internet radio experience helpful but not required

SKILLS REQUIREMENTS:

- Ability to work effectively under pressure and meet deadlines
- Determination to accomplish assignments
- Computer literacy and knowledge of PC based software
- Proven interpersonal communication skills
- Great research skills and experience
- Not shy to speak up or think outside the box
- Willingness to work with an ethnically diverse and culturally pluralistic campus community
- Ability to work with little or no supervision

SPECIFIC DUTIES AND RESPOSIBILITIES:

- Oversee day-to-day operations of KDHR Broadcast studio
- Edit shows for podcast distribution
- Schedule and manage events where KDHR is requested
- Equipment maintenance
- Other duties as assigned

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be able to perform the essential duties of the position with or without reasonable accommodation
- Required to walk, sit, stand; reach with hands and arms; balance, stoop, kneel, or crouch; Frequent use of hands for data entry/keystrokes and simple grasping
- Moderate noise level, occasional exposure to prevalent weather conditions
- Ability to lift and carry 40lbs



Application for Student Assistant Employment

Associated Students, Inc.
 California State University, Dominguez Hills
 1000 East Victoria Street
 Carson, CA 90747
 Phone: 310 243-3686 Fax: 310 516-3890 www.asicsudh.com

Position Title: _____

Name: _____ Student ID Number: _____
Last First M.I.

Address: _____
Street Apt # City State Zip Code

Telephone: _____ Email: _____ GPA: _____

- Do you have a California Driver's License? Yes No
 If hired, are you legally authorized to work in the U.S.? Yes No
 If hired, can you provide proof of your legal right to work in this country? Yes No
 Have you ever been discharged from any position(s)? Yes No

If yes, explain: _____

Name, relationship and department of any close relative working for California State University, Dominguez Hills or its auxiliaries.

Have you ever been convicted of a crime? Yes No

(exclude conviction under Health and Safety Code 11357(b), (c); 11360; 11364; 11550; or a statutory predecessor thereof, over two (2) years from the date of such a conviction)

If yes, please explain: _____

(Note: A conviction is not an automatic bar to employment. Each Case will be considered on its own merits.)

Schedule: Please indicate what dates and times you would be able to work.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00am							
9:00am							
10:00am							
11:00am							
12:00pm							
1:00pm							
2:00pm							
3:00pm							
4:00pm							
5:00pm							
6:00pm							
7:00pm							

Additional Questions: On a separate sheet of paper, answer the following questions.

1. Why do you desire to work in Associated Students, Inc.?
2. Briefly describe any previous leadership experience you have or activities you have been involved with (on or off campus).
3. What qualities do you possess that makes you best suited for this position?
4. What are your special skills or abilities?

