



## 90.5 KCSU-FM News Department Job Descriptions + Application Packet

*The mission of KCSU is to teach students to collaboratively operate a radio station that offers audio & multi-media education by providing hands-on learning experiences that amplify student voices to create content informing and inspiring our listeners.*

**KCSU News Mission Statement:** To provide CSU students and residents of Fort Collins informative and enjoyable news coverage, local and beyond. KCSU News strives to uphold the value of objectivity and journalistic ethics to the utmost degree.

**News Department Overview:** The KCSU News Department is responsible for keeping our listening audience informed/educated by reporting the news through an unbiased local lens. Coverage includes campus stories, community reporting, and global news. Additional responsibilities involve editing pre-recorded segments and collaborating/managing KCSU's freelance reporters and volunteers.

**Supervision Given and Received:** The KCSU News Department is overseen by the KCSU Program Director with support from the KCSU Station Manager.

- The News Director is ultimately responsible for the entire News Department.
  - Specific News Department tasks are delegated by the News Director to the Assistant News Director.
  - Assistants can delegate tasks to volunteers and manage their performance with the consent of their director.
  - The Producer is responsible for the broadcast of the news program, *Rocky Mountain Review*. The producer must either run the board for the live show or create a pre-recorded audio file for the broadcast utilizing audio files provided by the News Director(s).

### **Preferred Knowledge/Skills/Abilities:**

- Understanding of AP style writing/reporting
- Basic knowledge of high production standards and production equipment
- Knowledge of digital publication, which includes podcast creation/distribution.
- Willingness to learn or understand audio broadcasts and FCC requirements/restrictions

**Application Information:** For more information about this position, please see the attached document titled "90.5 KCSU-FM News Department Application." Additional questions and/or concerns can be directed to the KCSU Station Manager **Pat Mathews**, [station@kcsufm.com](mailto:station@kcsufm.com) For a full EOE and DEI statement (and other corporate info) visit: [rmsmc.com/documents](http://rmsmc.com/documents).

– SEE THE FOLLOWING PAGE FOR APPLICATION INFORMATION –

## 90.5 KCSU-FM News Department Application

TO: KCSU-FM Management Applicants  
FROM: Pat Mathews, KCSU-FM Station Manager  
SUBJECT: KCSU Student Management Team Application Process

\*KCSU is looking for students interested in learning by doing and gaining knowledge through experience. Interested applicants are not expected to know everything about radio equipment.

Thank you for your interest in the 90.5 KCSU-FM News Department. This document has been created to assist you in the application process, give you an outlook of the responsibilities, and includes all application instructions. Any questions can be directed to the KCSU Station Manager, Pat Mathews.

### Your application should include:

1. Resume
2. One-page Cover letter addressed to KCSU Station Manager, Pat Mathews
3. Completed application form (see next page)
4. (Optional) News report, pre-recorded segment, or interview

**Instructions:** Email a PDF of your completed application packet to [station@kcsufm.com](mailto:station@kcsufm.com) by midnight April 18th. In your email, please include all the times you are available for a 1 hour interview between 9 a.m. and 6 p.m. from April 21st to April 25th.

**All News Department positions are available. In your cover letter, please specify which position you are applying for** (you may ONLY be hired for one). You will partake in one interview for director, assistant, or producer.

All paid KCSU staff are expected to apply for non-need work study in early April and use this for their position at KCSU (*unless need based work study has been awarded*). *Work Study Disclaimers:*

- *Colorado State University may conduct background checks on final candidates. Employee benefit information can be found on HR's Website at <https://hr.colostate.edu/current-employees/benefits/>*
- **Hourly Pay Rate:** All KCSU positions pay **\$15 an hour**, with hours varying between departments/positions. It is anticipated hours for this position will fluctuate, especially during active KCSU technical issues/emergencies.
  - **The News Director** works **12 hours** a week for the **2025-26 academic year**
  - **The Assistant News Director** works **6 hours** a week for the **2025-26 academic year**
  - **The News Producer** works **2 hours** a week for the **2025-26 academic year**
  - All KCSU staff positions must either be a CSU, Front Range, or local high school/college student enrolled for at least one credit hour.
- **Number of Openings : 3**
- **Start Date: August 18, 2025.** Training dates will be communicated after an applicant has been selected for this role.



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**KCSU Student Media Application**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ CSU ID Number \_\_\_\_\_

Alternative Phone Number (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Year in school during the **2025-2026** academic year \_\_\_\_\_

How many credits will you be taking while you work here? \_\_\_\_\_

Approximate GPA \_\_\_\_\_

Major \_\_\_\_\_

Indicate Position(s) Desired \_\_\_\_\_

Date available for employment? \_\_\_\_\_ Planned graduation date? \_\_\_\_\_

Additional Comments \_\_\_\_\_

Applicant's physical or

e-signature \_\_\_\_\_