90.5 KCSU-FM Podcast Department Job Description + 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.

Podcast Department Overview: The KCSU Podcast Department oversees the creation and release of all podcasts produced at KCSU on a wide range of different platforms. This includes the four staple podcasts produced by KCSU staff, student produced podcasts, and client production work. Additionally, the podcast department selects podcasts for broadcast during designated "*Podcast Corner"* times in the broadcast.

Supervision Given and Received: The KCSU Podcast Department reports to the KCSU Station Manager.
- The Podcast Director is ultimately responsible for the entire Podcast Department, overseeing the production, publishing, recording, and editing of podcasts.
    - The Assistant Director oversees the training of students/volunteers who want to make podcasts or learn freelance reporting; teaching them the overview of podcasting, interviewing, and editing with Adobe Audition
    - Specific Podcast Department tasks are delegated by the Podcast Director to the Assistant Podcast Director.

Preferred Knowledge/Skills/Abilities:
- Technical knowledge/understanding, or willingness to learn programs like Adobe Audition (editing, recording, mixing, mastering), and AP Style (Writing),
- Strong communication with clients/volunteers/students. This includes:
    - Responding timely to messages
    - Scheduling podcast training sessions
    - Collaborating to promote new podcasts and episode releases.

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

– SEE THE FOLLOWING PAGE FOR APPLICATION INFORMATION –

90.5 KCSU-FM Podcasting Department Application

TO: KCSU-FM Management Applicants
FROM: Pat Mathews, KCSU 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 Podcasting 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). Audio file of a Podcast you created/edited

Instructions: Email a PDF of your completed application packet to 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 Podcast 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 or assistant.

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 Podcast Director** works **12 hours** a week for the **2025-26 academic year**
  - **The Assistant Podcast Director** works **6 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: **2**
- Start Date: **August 18, 2025**. Training dates will be communicated after an applicant has been selected for this role.

KCSU

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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_____

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