



90.5 KCSU-FM Promotions 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.

Promotions Department Overview: The Promotions Department is responsible for promoting all events, activities and content at KCSU, as well as overseeing KCSU's social media interaction with our followers on a wide range of platforms, including our radio broadcast.

A few goals of the KCSU Promotions Department are to enhance outreach of the station, encourage listeners to tune-in to special programming, go to local events, incentivize listeners to download the KCSU app, and, in general, get the word out about KCSU to the CSU student body and Fort Collins community.

Supervision Given and Received: The KCSU Promotions Department reports to the KCSU Station Manager. The Promotions Director is ultimately responsible for the entire Promotions Department.

- Specific Promotion Department tasks are delegated by the Director to the Assistant Director.
- Assistants can delegate tasks to volunteers and manage their performance with the consent of their director.

Preferred Knowledge/Skills/Abilities:

- Exceptional grasp of sharing information on multiple platforms (i.e. social media, kcsufm.com, 90.5-FM, postering the community, tabling on the plaza, etc.)
- Knowledge of implementing promotional campaigns (i.e. getting the word out early to generate as much hype/interest as possible)
- Enthusiasm when it comes to documenting people, events, and moments at KCSU or KCSU Sponsored Events.
 - This includes dedication to photographing at every opportunity, as much as possible.
- Ability to work independently and sometimes with little to no direction
- Strong time management and deadline prioritization
- Interpersonal communication, scheduling competency, and great organization skills
- Knowledge, understanding, or willingness to learn about everything KCSU has to offer. This includes DJ Shows, KCSU Staff Departments, sponsored events, RMSMC related departments, etc.

Application Information: For more information about this position, please see the attached document titled "90.5 KCSU-FM Promotions 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 Promotions 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 Promotions 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)

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 Promotions 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 Promotions Director is a salaried position** and works **12 hours** a week for the **2025-26 academic year**
 - **The Assistant Promotions 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.



90.5 FM KCSUFM.COM

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 _____

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