



90.5 KCSU-FM Sports 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.

Sports Department Overview: The Sports Department is responsible for keeping the CSU and KCSU community up to date on the latest news for college, professional, and regional sports. This includes the production/release of all KCSU sports content on a wide range of platforms such as live shows, play-by-play broadcasts, online web articles, sports centric podcasts, and more, in line with KCSU's mission and image. Additionally, the Sports Directors maintain communication between team contacts with the CSU Athletics department and other sports reporters at Rocky Mountain Student Media.

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

- The Sports Director is ultimately responsible for the entire Sports Department.
 - Specific Sports Department tasks are delegated by the Sports Director to the Assistant Sports Director.
 - Assistants can delegate tasks to volunteers and manage their performance with the consent of their director.
 - All KCSU staff positions must either be a CSU, Front Range, or other local high school or college student enrolled for at least one credit hour.

Preferred Knowledge/Skills/Abilities:

- General knowledge, understanding, or willingness to learn about CSU sports. This includes athlete stats, game rules, fun facts about the season, CSU specific information, etc.
- Ability to comfortably talk on air/host a show.
- Understanding of FCC rules/regulations about what can/cannot be broadcast.
- Time management and deadline prioritization.
- Interpersonal communication, scheduling competency, and strong organization skills
 - This may involve utilizing platforms like Google Calendar, monday.com, and slack

Application Information: For more information about this position, please see the attached document titled "90.5 KCSU-FM Sports 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 KCSU Sports 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 Sports 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) Sports report, pre-recorded segment, or interview

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 Sports 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 Sports Director** works **12 hours** a week for the **2025-26 academic year**
 - **The Assistant Sports 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 _____

--