



90.5 KCSU-FM Training 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.

Training Department Overview: The Training Department is responsible for the education of all new DJs, podcasters, and reporters; providing KCSU with knowledgeable and trained students for all KCSU operations.

The Training Director must be extremely knowledgeable about KCSU and FCC rules and regulations, be highly skilled in the use of all broadcast equipment and be a confident, organized, welcoming leader.

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

- The Training Director is ultimately responsible for the entire Training Department.
 - The Training Assistant is solely responsible for answering training emails/messages and helping the Training Director organize the training program. Any additional taskwork must be approved by the KCSU Station Manager. It is anticipated that the hours for this position may fluctuate, depending on the number of people attending training.

Preferred Knowledge/Skills/Abilities:

- Time management and deadline prioritization
- Interpersonal communication, scheduling competency, and strong organization skills
 - This includes the ability to do repetitive tasks, such as scheduling, emailing, reviewing test results, etc.
- Ability to comfortably talk on air/host a show for education purposes.

Application Information: For more information about this position, please see the attached document titled "90.5 KCSU-FM Training Director 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 Training Director 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 Training 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 Training 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 Training Director** works **15 hours** a week for the **2025-26 academic year**
 - **The Assistant Training Director** 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: 2**
- **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 _____