

# ***USD Radio Station Director***

## Job Application

Please read carefully and complete by printing or typing. Provide all information requested.  
Please attach additional pages where instructed.

Please enclose the completed application in a manila envelope and deliver it to Marie Minnick in UC132 and sign up for an interview. If it is after hours, slide the application under the door.

Completed applications are due by:  
**March 5, 2025**

Name: \_\_\_\_\_ USD ID: \_\_\_\_\_

Current Address: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Units Expected: Fall \_\_\_\_\_ Spring \_\_\_\_\_

USD Email: \_\_\_\_\_

Expected Graduation (Month/Year): \_\_\_\_\_ GPA Cum: \_\_\_\_\_

Major(s)/Minor(s) \_\_\_\_\_

Will you be in San Diego at any time this summer?  
\_\_\_\_\_

Do you have access to a car?  
\_\_\_\_\_

How many hours per week are you available during the school year? \_\_\_\_\_

Are you available dead hours between 12-2 pm on Tuesday? Are you available a separate time a week (usually Thursday 12-2pm) to hold executive meetings?  
\_\_\_\_\_

What other commitments/involvements will you have for the 2024-2025 school year? (Include hours for each)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Business, Marketing, Management, or Communication courses have you taken or are currently taking that are pertinent to the position you are applying for?

Course:

Semester:

Grade:

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By applying for the Station Director position you are agreeing to uphold the responsibilities expected of the Station manager as stated in the *Student Media Council Charter*, which include:

- Interview, select and supervise all candidates for the USD Radio executive team positions.
- Work with the Faculty Advisor to provide oversight of all articles edited by the news editor
- Plan, coordinate and document general board meetings held twice a semester during the “dead hours.”
- Meet with the Student Media Advisor weekly during “Torero hours,” regarding all aspects of radio content.
- Respond to any concerns regarding content or DJ behavior on air.
- Meet with the Operations Advisor once a month to review operational tasks.
- Attend all Student Media Advisory Council meetings.
- Meet with the Director of Finance to establish the budget proposal and ongoing budget purchases.
- Work with the Student Media Operations Manager for coordination of training, marketing, conference attendance, event planning and other operational tasks.
- Collaborate with the other Student Media Leads to create integrated student media products.

Qualifications and expectations:

1. Applicant must be a full-time undergraduate student at the University of San Diego; i.e., be enrolled in the equivalent of no less than 12 semester hours at the time of application and continue with 12 semester hours during the term of appointment as Station Director.
2. Shall be in good standing; i.e., not be on academic or disciplinary probation.
3. Shall have posted no less than a 2.5 grade point average in the semester immediately preceding selection as Station Director and shall maintain a 2.5 grade point average during his/her entire term as Station Director.
4. Shall not graduate from the University during the term of appointment to the position of Station Director.
5. Shall not hold an elected or appointed position in the student government during tenure as Station Director.
6. It is strongly recommended the USD Radio Station Director will have taken Comm 130 or have been involved in USD Radio for a minimum of two semesters.

**Important Dates:**

- March 18-25th, interviews
- April/May, shadowing
- May 15, 12:30-2pm, transition meeting
- August 29, 9am-1pm, lead Fall training meeting

**On separate sheets of paper, please answer the following:**

1. Describe how USD Radio supports the USD’s Mission Statement “The University of San Diego is a Roman Catholic institution committed to advancing academic excellence, expanding liberal and professional knowledge, creating a diverse and inclusive community and preparing leaders who are dedicated to ethical conduct and compassionate service.”
2. What new ideas/suggestions do you have to offer to make USD Radio a more prominent student organization at USD and beyond? Please describe your vision for the organization and the role it will play.
3. What experience do you have with effectively managing a team? What about a negative experience? How would you improve upon that experience?
4. What draws you to Radio and what will continue to drive you in leading this organization? (radio experience, music, sports, or news related passions/interests to radio, etc.)

**Please attach a copy of your most recent resume and unofficial transcript.**

I hereby certify that the answers and other information contained in this application are correct. I understand that any misrepresentation or omission of facts on my part will be justification for separation from USD Radio’s service, if employed. I also understand that employment may be contingent upon receipt of an alien registration number, verification of my birth, or any pertinent information bearing upon my employment and my continued employment.

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Signature

Print Name

Date

An Equal Opportunity Employer (EOP)

The University of San Diego is an equal opportunity employer, and does not discriminate on the basis of race, religion, national origin, sex, handicap, and marital status or status as a disabled veteran. Info provided in the application will not be used for any discriminatory purposes.