

USD Student Media Director of Operations

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: Spring _____

USD Email:

Expected Graduation (Month/Year): _____

GPA Cum: _____

Major(s)/Minor(s) _____

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 12-2:30 pm on Tuesday and Thursday?

What other commitments/involvements will you have for the 2020-2021 school year? (Include
hours for each)

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

- Meet regularly with Student Media Advisors (bi-weekly for each).
- Attend all media staff meetings and Student Media Advisory Council meetings.
- Provide opportunities, support and accountability for collaboration among the three USD student media outlets.
- Coordinate training and retreat activities.
- Develop and implement marketing for all three USD student media outlets.
- Provide guidance and support for USD student media event planning and coordination.
- Coordinate conference attendance for student media conferences.
- Coordinate access to office keys.
- Coordinate access to USD servers.
- Oversee equipment training, inventory, use and audit.
- Coordinate with Web Editor on Student Media Website.
- Coordinate with media leads to submit awards.

Qualifications and expectations:

- 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 Director of Operations.
- Shall be in good standing; i.e., not be on academic or disciplinary probation.
- 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 Director of Operations.
- Shall not graduate from the University during the term of appointment to the position of Director of Operations.
- Shall not hold an elected or appointed position in the student government during tenure as Director of Operations.
- It is strongly recommended any heads of the student media outlets will have taken Comm 220 or have been involved in one of the student media outlets for a minimum of a two semesters.

Important Dates:

- March 5 – Applications due (hard copy turned in to UC 132)
- March 18 – 25 – Interviews of candidates

- March 28 – Candidates notified
- March 31 – May 9 – Job shadowing, transition meeting, and selection by new leadership of the remainder of their staffs
- Transition meeting – May 15, 12:30-2pm
- Lead Fall Training Meeting - August 29 (9am-1pm - lunch w/VP's, Dean, etc)

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

1. What experience do you have in student media?
2. What new ideas/suggestions do you have to increase collaboration among the three student media organizations?
3. How familiar are you with the following responsibilities of this position?
 - EVR process
 - Print edit layout
 - Video edit layout
 - Web design
 - Microsoft Office
 - Google Drive
 - Google Sheets
4. The Director of Operations manages multiple staffs and projects at a time, how do you successfully manage your time and obligations?
5. What role do you take when you're on a team (i.e. are you a leader or a member)? Provide an example.
6. The Director of Operations relies heavily on ensuring leads and others meet their deadlines for a lot of tasks, how would you ensure that your team meets their deadlines.

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 Student Media, 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.

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.