Student Employment Job Description Form

INSTRUCTIONS: All on-campus student employment vacancies must be listed with the Enterprise Resource Center before eligible students can be referred for interviews with you. Use this form to post a new job; keep a copy and send form to the ERC. Once a job is on file, call x4310, x4104 or email foresterjobs@huntington.edu to report a vacancy for that same job or to cancel a job posting.

Submission Date: 04/29/21

Job Title:	Radio Station Program Director	Department:	DMA
Contact Person:	Adam Widener	Title:	Assistant Professor of Broadcas
Email:	awidener@huntington.edu	Phone:	260.442.4732
Federal Work-Study Only	☐ Y ☑ N	Number of Positions:	1
Start Date:	6/1/21	End Date:	05/30/22
Hours Per Week: (10-15 max)	5	Specific Days/Times: (if any)	TBA
Wage Rate:	$7.25 _____ (If more, business office to approve)	Application deadline:	

Describe the essential functions and duties:	The employee in this position will work with the radio station manager to select what is broadcasted on Forester Radio throughout the school year. The program director will assist	☐ Microsoft Word ☐ Microsoft Excel
Required Qualifications:	Employee must be consisent, reliable, and detail-oriented. Employee must exude a positive, patient, problem-solving attitude in a Christ-like manner. He/she must be able/willing	☐ _____ ☐ _____
Preferred Qualifications:		

Professional Competencies: These skills are the top personal qualities and skills sought by employers. Please check all skills student employees will develop through this position. Please add additional skills appropriate for your area.	☑ Ability to work in a team structure. ☑ Ability to make decisions and solve problems. ☑ Ability to plan, organize and prioritize work. ☑ Ability to verbally communicate with persons inside and outside the organization. ☐ Ability to obtain and process information. ☐ Ability to analyze quantitative data. ☑ Ability to create and/or edit written reports. ☑ Ability to sell or influence others. ☑ Proficiency with computer software programs, *please list* (Or willing to learn) Adobe Audit ☐ Additional professional competencies: _____	Appropriate Dress: ☐ Business casual (khakis) ☑ Collared shirt ☑ HU collared shirt ☑ T-Shirt ☑ HU T-Shirt ☑ Jeans ☑ Khakis ☐ Business professional (dress slacks) ☐ Athletic attire (HU) ☐ _____
Student Contact Procedure (mark all that apply)	☑ Call ☐ Stop In (Location) _____ ☑ Submit resume ☑ Email awidener@huntingtc	
Approved By:		Date: