

**MT. SAN ANTONIO COLLEGE  
JOB DESCRIPTION**

Job Title:	KSAK Operations Coordinator	Range:	73
Date Revised:	10/11/02	Date Approved:	5/22/02

**PRIMARY PURPOSE**

This position is responsible for coordinating the operations, maintenance, and scheduling of the College's radio broadcasting facilities for use by students enrolled in either a Broadcasting program or an internship program. This includes ensuring that the facilities operate in accordance with the College policies and procedures, as well as with Federal Communications Commission guidelines.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Supervises, trains, and provides technical support to students using broadcasting equipment; insures broadcasting facilities are secure, and that broadcasting content is in accordance with policies and procedures
2.	Operates, directs and teaches through the KSAK radio station while providing an "on-air" personality
3.	Creates, modifies, monitors, repairs and updates broadcasting software; monitors programs such as music, athletic, and other special events; administers a computerized automation system for air programming during hours when broadcasters are not available; digitally transfers and loads all songs, programs, commercials to an automation system
4.	Configures and maintains a specialized computer that digitizes an audio signal; produces audio for a variety of college functions/events, performs cleaning and maintenance of broadcast facilities equipment, demonstrates the proper use of equipment to students
5.	Supervises non-station radio lab facilities, assisting students in operating the KSAK studio as well as other radio workstations; provides technical support and troubleshoots audio systems, ensuring computers and software are appropriately set for use
6.	Extends signals by way of a website with internet search engines to promote service and awareness of the college, its various activities, and its radio station; creates, edits, and uploads HTML pages; continually updates website; utilizes specialized streaming server software to stream a radio signal over the internet
7.	Visits high schools annually and makes presentations; participates in school district internship programs; recruits students in the broadcasting program
8.	Oversees the technical operation of the college's phone hold system; writes, engineers and voices the on-hold phone messages; adds, updates, corrects, or deletes announcements as needed
9.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
10.	Performs related duties as assigned

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## **WORKING RELATIONSHIPS**

The KSAK Operations Coordinator maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

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## **EDUCATION AND EXPERIENCE**

Associate degree in Radio Broadcasting or directly related field, Bachelor's degree preferred; 3-5 years of directly related broadcasting experience; Valid FCC Operator's Permit desired.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Organization, operations, policies and procedures
- Federal Communications Commission guidelines
- Basic principles of organization, station management
- Supervisory principles and practices
- Equipment, materials, supplies used in broadcasting
- English usage, grammar, spelling, punctuation, and vocabulary
- Various specialized broadcasting equipment and computer software applications

### **Ability to:**

- Operate and maintain a variety of broadcasting equipment and computers
- Demonstrate the proper use of technical equipment
- Provide substantive assistance to students in all Broadcasting program courses
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective and professional relationships with others

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## **LICENSES AND OTHER REQUIREMENTS**

A valid and appropriate California Driver's License.

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## **WORKING CONDITIONS**

College office environment; subject to driving to a variety of locations to conduct work; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; ability to lift up to 50 pounds.

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