Position Title: WBCR Station Manager  
Hourly Rate: $7.25  
Department: Student Engagement and Leadership  
Supervisor: Jen Walsh  
Work Location: WBCR Station, 3rd Floor Pearsons Hall  
Account Number: 72-0000-00130-00000-xxxxx  

Do multiple individuals hold this position at one time?  
Yes  
No  

Number of positions available: 2  

Work Schedule  
A student in this position can expect to work 3 - 4 hours per day, 10 - 15 hours per week.  
The student will work  
Monday thru Friday  
Saturday  
Sunday  
any day of the week.  
Hours are available during the following times of the day: 24 hours/day.  

Department/Position Overview  
WBCR station managers are responsible for managing, maintaining and operating the college radio station, WBCR 90.3 FM.  

Description of Duties and Tasks  
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone  
☐ Conform to an established work schedule; reliably work set hours as assigned  
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.  
☐ Maintain the confidentiality of departmental/employee/student information  
☒ Run errands on and/or off campus, including campus mail pick-up and delivery  
☒ Perform light cleaning, departmental organization, and upkeep as required  
☒ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: