

# USDtv Station Manager

## 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 8, 2024**

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 and Thursday?

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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What Communication or related 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 Manager position you are agreeing to uphold the responsibilities expected of the Station manager as stated in the *Student Media Council Charter*, which include:

- Interview and select all candidates for the executive team.
- Select anchors.
- Oversee news, sports, entertainment and special segment units.
- Establish and enforce expectations and weekly deadlines.
- Plan coverage schedule for the entire semester.
- Plan writing and filming training each semester.
- Oversee all scripts and footage; work with advisor for final edits.
- Meet with the Student Media Advisor weekly during “dead hours” T/TH
- Meet with Operations Advisor monthly.
- 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 and other operational tasks.

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 Station Manager.
- 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 Manager and shall maintain a 2.5 grade point average during his/her entire term as Station Manager.
- Shall not graduate from the University during the term of appointment to the position of Station Manager.

- Shall not hold an elected or appointed position in the student government during tenure as Station Manager.
- It is strongly recommended that the USDtv Station Director will have taken Comm 220 and Comm 421 or have been involved in USDtv for a minimum of two semesters.

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

1. Why do you think you'll be a good fit for USDtv, in particular? What unique qualities will you bring the team?
2. Do you have any experience leading a team? If so, what?
3. What new ideas/suggestions do you have to offer to make USDtv a more prominent student organization at USD and beyond? Please describe your vision for the organization and the role it will play.
4. What do you expect will be the most difficult challenge as Station Manager? How do you anticipate handling these difficulties?
5. As Station Manager, you manage multiple teams and projects at a time, how will you promote collaboration among the teams?

**Important Dates 2024 - 2025**

- March 14 - March 21, interviews
- April 3, candidates notified of application status
- April 7 - May 11, shadowing
- May 15, 12:15 - 2:15 transition meeting with old and new leads
- August 26, 9am-1pm Media leads/exec retreat and WSA training
- August 27, Media teams working day

**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 TV'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.