



Savannah State University Position Description – Special Projects Assistant

POSITION DESCRIPTION

Position Title: Special Projects Assistant FLSA Status: Nonexempt
Reports to: Communications Production Manager
Department: Radio Station
Date Prepared: June 2003

BASIC FUNCTION

The position assists and aids the station manager with supervision of student and volunteer workers. It covers an on air spot when a volunteer cannot make the shift. In addition to administrative duties, coordinates news programming, intern program and assists with training volunteers.

Performs secretarial and clerical duties of limited complexity with the ability to perform multiple tasks under pressure as assigned by both the administrative and medical directors of the health center.

NATURE & SCOPE

Reporting to the Communications Production Manager, this position provides assistance in all matters ensuring that the radio station runs successfully.

The incumbent covers an on air spot when a volunteer cannot make the shift, and in addition to administrative duties, coordinates news programming intern program and assists with training workers.

Critical responsibilities for this position include preventing dead air space and producing quality music and shows.

This position supervises student workers, part-time workers and volunteers.

PRINCIPAL ACCOUNTABILITIES

- Serves as operator for regular program.
- Maintains work schedule, records and timesheets for all student workers.
- Maintains work schedule for volunteer programmers.
- Maintains filing system correspondence.
- Assists with training of volunteer programmers.
- Acts as announcer on other programs as needed.
- Coordinates public service announcements.
- Performs all other duties as assigned by station manager.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires two years of college or vocational/technical school.