Job Opening at Sun Sounds
Program Assistant (Part Time)(Temp Level 1)

Job ID

313992

Location

Rio Salado Community College

Full/Part Time

Part-Time

Regular/Temporary

Temporary

Hourly Rate
$12.95-$14.15/per hour

Not Eligible for Benefits

This is a part-time, temporary position not eligible for benefits.

Work Schedule
Th-F 6am-8pm
Sat 6am-1pm
Sun. 8am-12noon
Hours and days may vary. 19.5 hours per week max.

Job Summary
The purpose of this position is to engineer the Sun Sounds broadcast control board during the live broadcast and do live breaks between programs. Applicant will be responsible for updating our daily broadcast programs, helping volunteers record programs for broadcast, and troubleshooting any broadcast problems that may arise. Uploading and downloading programs are also a part of the duties.

Essential Functions
40% - Oversee live broadcast by putting volunteers on the air and doing live breaks
30% - Oversee daily on-air programming updates and show editing
10% - Upload and download programs for program share and on-air broadcast
10% - Troubleshoot on-air daily playlist or broadcast issues
10% - Other duties as assigned

Minimum Qualifications
Must have a background in commercial, college or public radio
Must be familiar with running an on air control board
Must be familiar with editing software
Must have good computer skills
Must be able to communicate well
On air broadcast background a plus
Experience with WireReady broadcast system a plus

How to Apply

Applicants are strongly encouraged to submit a cover letter that details how the applicant meets minimum and desired qualifications. A cover letter may further highlight an applicant's knowledge, skill and ability.

Please ensure your resume and cover letter provide the following items:

- Clearly illustrate how prior experience, knowledge and education meet the minimum and desired qualifications for this position.
- Provide employment history in a month/year format (e.g., 09/07 to 10/11) including job title, job duties, indicate full or part time experience for each position held and name of employer for each position.
- Three professional references, preferably current and/or former supervisors. If references are not provided in resume upon application, they will be requested at time of interview.

Posting Close Date

Open until filled

EEO Information

Maricopa County Community College District (MCCCD) will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.