## General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Assistant Director for Business</th>
<th>Agency:</th>
<th>Bulls Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>A-3 $8.55/hr. @ 20 hours/week</td>
<td>Position Type:</td>
<td>Student Temporary</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>SGATO Program Coordinator</td>
<td>HR Supervisor:</td>
<td>SGATO Director</td>
</tr>
<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
<td>Working Over Authorized Hours:</td>
<td>Yes, with prior written authorization from direct supervisor</td>
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</tbody>
</table>

## Job Description

The Assistant Director for Business is responsible for overseeing the business operations of the agency.

### Roles and Responsibilities
- Serves as Bulls Radio’s Financial Officer.
- Manage Bulls Radio’s A&S, Auxiliary, and Foundation accounts.
- Create a budget plan for each fiscal year in conjunction with the rest of Bulls Radio’s staff.
- Ensure that all time sheets are signed, corrected, justified and turned in on time each pay period.
- Oversee Bulls Radio’s remote DJ services and coordinate bookings.
- Oversee Bulls Radio’s major events, including sports tailgates.
- Assist with the marketing of Bulls Radio.
- Staff will be expected to schedule monitoring hours and be present at the station during their designated times.
- Perform any other duties as necessary and proper to execute the mission of Bulls Radio.

### Qualifications and Education Requirements
- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must be able to maintain a high level of professionalism and commitment to ethical practices.
- Basic understanding of Microsoft Office.
- Must be well organized.
- Must possess strong presentation skills.
- Must be able to think critically and logically in any given situation.
- Experience working within a Team Dynamic.
- Ability to take initiative in the workplace and create strategic goals.

### Working Conditions

20 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

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*This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.*

Revised 05/30/2017