

Student Government Job Descriptions | 58th Term

General Information			
Position:	Assistant Director for Sports	Agency:	Bulls Radio
Pay Rate/Authorized Hours:	B-3 \$8.55/hr. @ 30 hours/week	Position Type:	Student Temporary
Direct Supervisor:	SGATO Program Coordinator	HR Supervisor:	SGATO Director
Employment Length:	Varies by Position	Working Over Authorized Hours:	Yes, with prior written authorization from direct supervisor
Job Description			
<p>The Sports Director is an Assistant Director of the Bulls Radio Agency. This position is responsible for overseeing the sports department of the agency.</p> <p>ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Oversee all sports broadcasts on Bulls Radio, as well as sports content on Bulls Radio’s website. Create a master broadcast schedule for each semester in conjunction with USF Athletics and Bulls Radio's Assistant Director for Programming. Hold weekly sports department meetings. Communicate with athletic departments to attain credentials and broadcast space. Train and maintain several broadcast crews consisting of on-air talent, field producers, and studio- side producers. On-air talent should be well versed in the sport(s) that they will cover. Clean, maintain and monitor equipment used by sports department. 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. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> 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 and hard-working Must have strong people skills. Must be a good communicator. Must be highly knowledgeable in the area of sports. Preferably can fill any role in a sports broadcast crew. 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. <p>WORKING CONDITIONS</p> <p>30 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.</p> <p style="text-align: center;"><i>- 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. –</i></p> <p style="text-align: center;">Revised 05/30/2017</p>			