**General Information**

<table>
<thead>
<tr>
<th>Position</th>
<th>Assistant Director for Technical Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Bulls Radio</td>
</tr>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-3 $8.55/hr. @ 25 hrs/week</td>
</tr>
<tr>
<td>Position Type:</td>
<td>Student Temporary</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>SGATO Program Coordinator</td>
</tr>
<tr>
<td>HR Supervisor:</td>
<td>SGATO Director</td>
</tr>
<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
</tr>
<tr>
<td>Working Over Authorized Hours:</td>
<td>Yes, with prior written authorization from direct supervisor</td>
</tr>
</tbody>
</table>

**Job Description**

The Technical Director is an Assistant Director of the Bulls Radio Agency. This position is responsible for overseeing all of the technical aspects of the agency.

**Roles and Responsibilities**

- Create and maintain logs for inventory and retention of equipment.
- Responsible for general maintenance and upkeep of radio studio, production booth and recording studio.
- Act as direct point of contact with WUSF engineering services.
- Inspect, verify and take custody/responsibility for all equipment worked on with joint partners.
- Act as technical advisor to the director.
- Facilitate all newly proposed/initiated technical projects.
- Perform quarterly inventory as well as unplanned random checks
- Identify life issues on equipment and advise director on best course of action
- Act as liaison between Bulls Radio and USF/WUSF IT departments.
- Advise business director on particulars of purchasing new equipment.
- Act as on-call emergency maintenance response.
- Will identify equipment need for future budget in-order to facilitate growth
- Train volunteers and interns on technical aspects of radio and production
- 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 and hard-working
- Must be a strong communicator and have the ability to motivate a large group of volunteers toward a common goal.
- Must possess strong presentation skills.
- Should have a strong interest in the field of broadcast.
- 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**

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

- 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