**General Information**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Remote DJ</th>
<th>Agency:</th>
<th>Bulls Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>Specialized: $11.50/hr. @ 15 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**

Remote DJs are event workers for the Bulls Radio Agency. This position is responsible for providing DJ services to clients who reserve Bulls Radio’s Remote Services.

**Roles and Responsibilities**

- Set up all remote equipment before the event is schedule start of the event.
- Provide requested entertainment for duration of the scheduled event.
- Make any announcements requested by client.
- Break down all equipment and safely return it to Bulls Radio after event.
- 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 and hard-working
- Must have strong people skills.
- Must be a good communicator.
- Must have previous DJ experience.
- Must have broad knowledge of several different genres of music.
- Must be punctual.
- 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**

15 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