

Student Employment – Radio Red Rocks – English Department

Multiple Positions Available in 4 Specializations

Department: English

Position Title: Radio Red Rocks Assistant with 4 specializations:

Announcer, Producer/Archivist, Reporter, Content Contributor

Position Type: Work-Study and Student Hourly considered

Announcers: (up to 10 hours/week)

Job Description:

The Announcer is an on-air, live position. They are responsible for introducing live shows and pre-recorded content, preparing up to 10 minutes of announcement for their shift, selecting relevant and interesting events and information to announce from the campus calendar (or community calendars, National Weather Service, and any other sources for credible information), and passing along this information to listeners. Announcements might be sprinkled in-between segments throughout a daily broadcast, repeated, or delivered all at once, depending on the day's needs. The Announcer will stay up-to-date on the weekly programming schedule, and check the daily line-up folder the night before their shift. They may also help with booking interviews. Available to work from 9:30am-12:15pm on shift days

Duties:

- Introduce shows on air

- Prepare up to 10 minutes content for announcements for each shift
- Stay up-to-date on the weekly programming schedule, and check the daily line-up folder the night before their shift
- Assist with booking, preparing for, and conducting interviews
- Attend and participate in weekly editorial meetings
- Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Job Requirements:

- Work Study preferred: we cannot pay more than 5 hours/week to non-Work Study students
- Availability from 9:30am-12:15pm on shift days.
- Able to attend weekly editorial meetings from 10-11am on Fridays.
- Reliability: able to show up early for daily broadcasts or event times
- Clear and receptive communicator who will check emails regularly and respond to team communication in a timely fashion.
- Adaptability and willingness to participate in a community of enthusiastic learners who are trying new things and learning new skills, often with materials that aren't perfect for the task at hand. Able to accept own and others' mistakes as part of the learning and growing process.
- Willing to give and receive constructive criticism on content creation and job performance.
- Willing to learn technical skills associated with the job
- Ability to record and report hours accurately and on time. Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Skills you will gain/enhance:

- Content creation and production
- Public speaking and ease with verbal communication
- Providing and receiving constructive criticism

- Technical skills in operating recording equipment

Job Payment Information:

Wage: \$11.50/per hour

Paid: Bi-weekly (Fridays)

Producer/Archivists: (5-10 hours/week)

Job Description:

Work from 9:00am-12:15pm for a broadcast shift and 2-4 hours/week on your own. The Producer/Archivist works with the daily Announcer and manages the switch from pre-recorded to live content and back. The Producer/Archivist will stay up-to-date on the weekly programming schedule, and check the daily line-up folder the night before their shift. Other duties include cueing up pre-recorded content and station identification for a broadcast, testing out equipment setup before going live, and troubleshooting broadcast issues. Additionally, the Producer/Archivist must separate out live shows from the daily broadcast stream and convert these live shows to MP3s for the archive within 48 hours of airing.

Duties:

- Set up and test equipment prior to broadcast
- Troubleshooting broadcast issues
- Stay up-to-date on the weekly programming schedule, and check the daily line-up folder the night before their shift
- Cue up pre-recorded content and station identification for a broadcast and manage the switch from pre-recorded to live content and back
- Break down and put away equipment after broadcast

- Edit content for archive
- Upload archive content to the designated location prior to the scheduled deadline
- Provide show notes, including the topic and names of any guests
- Post archived show and show notes to the website
- Attend and participate in weekly editorial meetings
- Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Job Requirements:

- Availability from 9:30am-12:15 pm on shift days.
- Able to attend weekly editorial meetings from 10-11am on Fridays.
- Work Study preferred: we cannot pay more than 5 hours/week to non-Work Study students
- Reliability: able to show up early for daily broadcasts or event times
- Clear and receptive communicator who will check emails regularly and respond to team communication in a timely fashion.
- Adaptability and willingness to participate in a community of enthusiastic learners who are trying new things and learning new skills, often with materials that aren't perfect for the task at hand. Able to accept own and others' mistakes as part of the learning and growing process.
- Willing to give and receive constructive criticism on content creation and job performance.
- Willing to learn technical skills associated with the job
- Ability to record and report hours accurately and on time. Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Skills you will gain/enhance:

- Content creation and production
- Public speaking and ease with verbal communication
- Providing and receiving constructive criticism

- Technical skills in operating recording equipment
- Computer skills in editing audio content
- Computer skills in web content editing

Job Payment Information:

Wage: \$11.50/per hour

Paid: Bi-weekly (Fridays)

Reporters: (3-5 hours/week)

Job Description:

Reporters attend and record campus events, perform interviews, and provide introductions and conclusions to recorded content. The reporter will attend 1-2 events per week at Red Rocks or in the local community. These segments might be anywhere from 10 minutes to an hour, depending on the nature of the event and how much audio it makes sense to collect. We will then air the pieces on Radio Red Rocks shortly after the event.

Duties:

- Set up and test equipment prior to event
- Research event and prepare interview questions and framing content
- Edit content for broadcast
- Upload content to the designated location prior to the scheduled deadline
- Provide show notes, including the topic and names of any guests
- Attend and participate in weekly editorial meetings

- Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Job Requirements:

- Work Study preferred: we cannot pay more than 5 hours/week to non-Work Study students
- Availability to attend campus events (schedule will be set on a weekly basis and will vary based on events happening on campus)
- Able to attend weekly editorial meetings from 10-11am on Fridays.
- Reliability: able to show up early for daily broadcasts or event times
- Clear and receptive communicator who will check emails regularly and respond to team communication in a timely fashion.
- Adaptability and willingness to participate in a community of enthusiastic learners who are trying new things and learning new skills, often with materials that aren't perfect for the task at hand. Able to accept own and others' mistakes as part of the learning and growing process.
- Willing to give and receive constructive criticism on content creation and job performance.
- Willing to learn technical skills associated with the job
- Ability to record and report hours accurately and on time. Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Skills you will gain/enhance:

- Content creation and production
- Public speaking and ease with verbal communication
- Providing and receiving constructive criticism
- Technical skills in operating recording equipment
- Computer skills in editing audio content

Job Payment Information:

Wage: \$11.50/per hour

Paid: Bi-weekly (Fridays)

Content Contributors: (up to 5 hours/week)

Job Description:

We are looking for regular contributors to make content for Radio Red Rocks. Shows can be 15 minutes or half-hour episodes, broadcast weekly, bi-monthly, or monthly, depending on what you prefer. In some cases, shows can be an hour long—but we strongly recommend doing half-hour episodes for at least the first semester. We have a three strikes policy: for any show that is not ready by 9am on the scheduled broadcast day, we will air other content, and if that happens three times in a semester, we will remove your program from our regular line-up. Shows need approval from our Editorial Board to be considered for broadcast on Radio Red Rocks: submit a short proposal to radio@rrcc.edu (see rrcc.edu/radio-red-rocks for more details). Deadline for Spring, 2020 show submissions is November 29th, 2019. Please email radio@rrcc.edu with any questions about content, editorial process, etc.

Duties:

- Script and record content for a regularly recurring show
- Edit content for broadcast
- Upload content to the designated location prior to the scheduled deadline
- Provide show notes, including the topic and names of any guests
- Attend and participate in weekly editorial meetings
- Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Job Requirements:

- Work Study preferred: we cannot pay more than 5 hours/week to non-Work Study students
- Able to attend weekly editorial meetings from 10-11am on Fridays.
- Clear and receptive communicator who will check emails regularly and respond to team communication in a timely fashion.
- Adaptability and willingness to participate in a community of enthusiastic learners who are trying new things and learning new skills, often with materials that aren't perfect for the task at hand. Able to accept own and others' mistakes as part of the learning and growing process.
- Willing to give and receive constructive criticism on content creation and job performance.
- Willing to learn technical skills associated with the job
- Ability to record and report hours accurately and on time. Keep up with weekly itemized time sheets as well as reporting hours to the college (for Student Hourly positions, this will also entail a grant reporting form that will need to be signed by your supervisor).

Skills you will gain/enhance:

- Content creation and production
- Public speaking and ease with verbal communication
- Providing and receiving constructive criticism
- Technical skills in operating recording equipment
- Computer skills in editing audio content

Job Payment Information:

For a half-hour episode, we will pay up to 2.5 hours at Student Hourly Rate \$11.50/hour to contributors for the show time itself plus preparation and/or recording and editing. Additionally, we will pay for attendance at the weekly editorial meetings on Fridays from 10-11.

[Click here to apply for this position!](#)

For information about this posting, please contact **Sara Fall** at Sara.Fall@rrcc.edu.

For information about student employment in general, please contact Bob Miller at Bob.Miller@rrcc.edu.

This position will remain open until 1.6.2020.

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community

College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.