

**Position:** Manager of Student Media (Part-time)

**Department:** Communication Arts

**Reports to:** Department Chair, Communication arts

**Job Summary:** Assist in the oversight of the daily operations of the College's student-run media outlets, which include television, radio, and the online newspaper. Serves as a teaching assistant for the College's media production courses and therefore must be proficient in all applicable technical operations.

**Duties and Responsibilities:**

- Manage the student-run television station, online radio station, online newspaper and film production courses, including the technical operations thereof.
- Troubleshoot in-production and post-production courses and maintain/facilitate student access to portable equipment.
- Coordinate and schedule the Television Studio, Editing Lab, and Radio station access.
- Create work orders for television studio-related issues.
- Train the College's student workers on the use of software and equipment.
- Attend all maintenance/ training sessions regarding applicable platforms.
- Recruit, mentor, and manage undergraduate student staff for student-run media outlets; must be an excellent mentor, manager, and ambassador for the College.
- Establish and evaluate semester and/or annual goals with the College's student executive board for the media divisions.
- Ensure quality content and professional standards.
- Be available for assistance regarding any aspect of student-run media operations.
- Manage marketing and the budget for the areas of oversight; research new equipment for purchase.
- Manage and retain inventory of portable equipment.
- Coordinate events and represent the College's student-run media outlets on behalf of the Communication Arts department.
- Coordinate recruitment and retention efforts for student-run media divisions, including, but not limited to, student organization fairs, open houses, and new student orientation.
- Monitor and if necessary direct social media workflow across multiple platforms with student leaders and measure audience engagement.
- Hold meetings with the College's faculty advisors and submit monthly reports regarding media operations, including, but not limited to: progress towards annual goals; income/expense projections and progress; personnel notes including student training efforts, recruitment, retention, morale and station vacancies; long-range planning; and technology implementation.
- Travel with students to regional and/or national conferences as may be necessary.
- Assist the College's faculty with teaching media production courses each semester.
- Perform other duties as assigned.

## Qualifications

- B.A. in Journalism, Media Arts, Digital Media/Production, Communication, or a related field.
- Experience in classroom teaching assistance at the College level.
- Experience relevant to managing student-run media outlets.
- Experience working in a television studio lab and using Ross Video Software.
- Working knowledge of camera/ switcher operation, audio mixing, and uploading scripts for Teleprompter and signal routing.
- Proficiency in Microsoft Office Suite, Adobe Premiere, Adobe In-Design, Adobe Audition, Avid and Apple Final Cut Video Editing Software.
- Strong attention to detail.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

## About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).