

**ST CLOUD STATE
UNIVERSITY VACANCY
POSTING**

This posting is effective **March 20, 2026**, and expires **March 26, 2026**.

Eligible employees* may indicate interest in this vacancy by submitting their interest in writing to the Human Resources office during its regular business hours on or before **March 26, 2026**

JOB NO.
0326-25

WORK AREA
Campus

CLASS & EMPLOYMENT CONDITION

Radio/Tv Program Coordinator
Working Title: Public Affairs Programming Producer
Part-Time, Unlimited FTE 0.5

NORMAL HOURS OF WORK

Monday through Friday
12:00pm-4:00pm

GENERAL DESCRIPTION OF JOB

Develop public affairs and culturally focused information programming for KVSC-FM, including the training and mentorship of student workers and volunteers in the creation of that programming.

Minimum Qualifications

- Bachelor's degree in a communications-related field (e.g., communication, marketing, journalism) and at least 2 years of experience in broadcasting, audio production, journalism, public relations, marketing, or strategic communications or an equivalent combination of education and experience.
- Demonstrated excellence in a variety of technical communication skills (writing, image editing, audio production) that are required to create broadcast-quality programming.
- Demonstrated effectiveness building relationships with a diverse internal and external clientele.
- A proven ability to effectively prioritize work in an environment with frequently changing needs and timelines.
- Excellent written and verbal communication skills.
- Knowledge of FCC rules and regulations as they relate to licensed noncommercial radio stations.

Preferred Qualifications

- Master's degree in communications or another creatively focused field.
- Working knowledge of KVSC, preferably supplemented by hands-on experience with the station
- Significant experience effectively coaching people with a variety of skill levels on effective broadcasting techniques.
- Significant experience in a student-run, noncommercial radio station environment.
- Experience working with Central Minnesota arts and cultural organizations.

***To be eligible to express an interest bid, an employee must be in the same class/class option as this vacancy.**