

**AANIIH NAKODA COLLEGE
KGVA 88.1 FM Radio Station
POSITION DESCRIPTION**

Position: **KGVA Station Manager**

PERFORMANCE DESCRIPTION: To provide the best quality student and community service. The position is full-time, 12-month. This position is supervised by the President.

PERFORMANCE RESPONSIBILITIES: In accordance with the Aaniih Nakoda College Mission Statement and College Core Themes and Goals, the KGVA Station Manager shall:

- To administer KGVA Radio Station duties to provide the best possible programming and internal operations with available financial resources. Will be responsible for the equipment and the management of radio station equipment with the exception to the transmitter tower, that is the responsibility of the Physical Plant supervisor;
- To supervise station programmer, announcers, and volunteers. To be able to make personnel recommendations to the College President regarding employee job performances;
- To work as a vital team member of the college administration to develop and implement station goals and objectives. To implement the station management plan, implementation and evaluation of program activities;
- To perform duties as assigned within the rules and regulations in accordance to station policies, FCC and FCC License provided by grant funded institutions;
- To be responsible for all FCC reporting and the management of station budgets, annual reports and monthly reports;
- To establish and work with a comprehensive station advisory board;
- Experience with the management, on-air broadcasting, programming, underwriting, budgeting, supervisory skills, and necessary maintenance for station equipment.

QUALIFICATIONS:

- Preferred bachelor's degree required associate degree in business management or closely related field;
- Knowledge of compliance issues of the Federal Communications Commission (FCC), Corporation of Public Broadcasting (CPB) and other related organizations. Must be familiar with the FCC Rules and Regulations of community radio;
- Understanding of management techniques and management experience, must have experience in supervision delegation and financial management. Must have experience in business accounting knowledge;
- Must be willing to perform "on-air" shifts, scheduled and impromptu; have knowledge of programming and advertising;
- Must possess excellent communication skills in writing, verbal communication and organizational skills;
- Must possess good interviewing skills;
- Must possess experience as a team leader and member;
- Must have knowledge of indigenous tribes and possess cultural sensitivity to people of color.

SALARY: According to the ANC Salary Scale; commensurate with experience and qualifications.

TO APPLY:

- Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 **current** letters of recommendations. Please have letters for recommendation correlate with the job you are applying for. Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 3901 or mbrockie@ancollege.edu.
- Open until filled.
- Incomplete applications will not be considered.

Aaniiih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

Revised December 9, 2009/cfc/mb
Revised August 13, 2021/sc/mb
Revised August 30, 2022/mb