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**APPLICATION FOR MARQUETTE RADIO ASSISTANT GENERAL MANAGER**

Academic Year: 2017-2018.

Deadline for all materials is noon Friday, April 21.

Applications should be emailed to General Manager Gabrielle Powell at gabrielle.marx@marquette.edu. Interviews will be held in the afternoon on Friday, April 28 in Johnston Hall, 006. Interviews will be about 15 to 30 minutes.

You will receive an email shortly after you apply regarding your interview time. If you are studying abroad or will not be on campus April 28, a telephone or Skype interview can be arranged.

Materials to submit by Friday, April 21 include:

- Attached form

- Résumé

- Typed responses to the questions below

- Podcasts and/or multimedia samples

Best of luck and thank you for your interest in Marquette Student Media.

**Job description: Assistant General Manager**

\* Assists GM with conducting general meetings, interviewing DJs, and creating the schedule for DJ shows at the beginning of the semester

\* Required to attend weekly Marquette Wire all staff meetings

\* Assists in helping to develop MU Radio DJs professionalism and skills on air

o Maybe develop new training process to help with DJ professionalism

\* Assists in taking care of technological issues if GM is unable to

\* Assist in curating content ideas for Marquette Wire

\* Calendar and email maintenance

\* Aiding GM in staff/DJ discipline

\* Communicating director needs, if not addressed to GM

\* Any immediate DJ needs not covered by the GM

\* Help teach the DJs how to promote/brand their own shows.

\* Work with other departments of the Wire to generate audio content and schedule desk podcasts

**APPLICATION**

ASSISTANT EXECUTIVE POSITION, MARQUETTE WIRE

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC MAJOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_GPA IN MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR IN SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUESTIONS**

**1.) What work within student media has prepared you for this leadership role, and what do want to accomplish if chosen?**

**2.) Assess the current structure Marquette Radio and how it relates to the Marquette Wire as a whole.**

**3.) Explain your conflict-resolution style and how you would handle disputes at all levels of student media.**

**4.) What ideas do you have to improve our current events/programs? Do you have any ideas for new ones?**

**5.) What makes you the best candidate for this job?**