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**APPLICATION FOR MARQUETTE RADIO ASSISTANT
GENERAL MANAGER**

Academic Year: 2019-’20

Deadline for all materials is noon Sunday, May 12.

Applications should be emailed to incoming General Manager Mackane Vogel at mackane.vogel@maquette.edu.

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

Materials to submit 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

\* This position reports to the Marquette Radio General Manager.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assistant General Manager of Marquette Radio**

**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?**