

The Eagle Radio Executive Board Application

I. Requirements:

Good Academic Standing | Full-time Undergraduate Student | GPA: 2.5 Minimum

II. Responsibilities:

A. Staff

1. Must attend all staff and executive board meetings (*unless excused by General Manager/Advisor*) in order to contribute ideas, relay concerns and create a productive studio environment.
2. Check email at least three times a day – morning, afternoon and evening. *It is strongly suggested that your email be connected to your phone.*
3. Provide information to hosts in a timely manner, which includes possible angles, approaches and tips on sources.
4. Monitor progress and development of hosts in order to promote the advancement of Eagle Radio.

B. Content

1. Strive to cover issues that directly concern students, rather than focusing on issues stemming from personal interest.
2. All content is revised and edited to ensure accuracy, the absence of libel/slander and prevent violation of the privacy act.
3. Ensure that content adheres to the Radio Television Digital News Association (RTDNA) code of ethics.
4. Prepare a Media Calendar that will organize content deadlines, revisions and release.
5. Implement deadlines and ensure staff fulfills them.
6. Understand that all Eagle Radio content – including photos, videos and blogs – are property of Eagle Radio first, and approval must be granted by the General Manager before posting or distributing content elsewhere.

C. Social Media:

1. As member of the Eagle Radio staff, an Eagle Radio executive board member will ensure that their own social media accounts are kept professional, if not on private.
2. Social Media Executive is required to post Eagle Radio content (*daily/at least three times a day*) while assuring that their social media staff is posting consistently, also.

I agree to meet these responsibilities at all times and to perform these duties to the best of my abilities. I also understand that to qualify for this position, I must maintain a 2.5 GPA per semester and overall. I understand that if all duties are not performed satisfactorily, the General Manager reserves the right to deny payment.

Signature

Date

Subject to Student Conduct Review

The Eagle Radio Executive Board Application

Name:

E-Mail:

Phone Number:

UIN:

GPA:

Circle Position Applying For: Assistant Programming Director Promotions Manager
Head Editor Programming Director Social Media Executive

How did you hear about Eagle Radio?

- Through A Friend
- Your Professor
- Facebook
- Twitter
- Instagram
- Other

Please answer the questions below. Along with your answers, please submit a copy of your resume and at least three (3) references to be contacted.

Application Questions:

Do you have any previous experience in radio broadcasting or leadership? If no experience, what other qualifications do you have that would be beneficial to Eagle Radio?

The Eagle Radio Executive Board Application

What are three goals you plan to accomplish for Eagle Radio through your position?

What are some changes you'd like to bring to Eagle Radio?

How do you plan to build and retain a quality, reliable staff?

References: (Name/Phone Number/Email)

- 1.
- 2.
- 3.