



**Position Title:** Part-Time Instructional Assistant-Radio Station

**Job Code:** 8378

**Reports To:** Department Chair

**Grade:** W4

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Instructional Assistant I provide instructional, technical, and operational support for the Radio Station at Kendall.

**Duties & Responsibilities:**

- Assists with the coordination and operation of the Radio Station
- Assists in hiring and training of part-time employees and student assistants if needed
- Researches technology innovations in education related to the radio station on the web
- Assists students with software and hardware questions and issues if needed
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- One (1) year of College from a regionally accredited institution and one (1) year experience in a field related to Radio/TV/Broadcasting or any combination of education and experience
- Experience with software applications and networking
- Proficient in Microsoft Office (Word, PowerPoint, Access, Excel, Outlook)
- Excellent writing, communication and oral skills
- Good interpersonal and organizational skills
- Must be able to work on multiple projects simultaneously and work well under limited time constraints

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name