UNIVERSITY OF SOUTHERN CALIFORNIA
KUSC Programming Assistant
Job Code: 193009

Grade: G
OT Eligible: Yes
Comp Approval: 5/18/2010

JOB SUMMARY:
Programs music for on-air broadcasts. Utilizes software to compile daily playlists. Maintains and updates station’s music library using appropriate software. Catalogs music using key identifiers. Assists in maintaining and updating KUSC web site.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
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<tr>
<td>Programs music for on-air broadcasts. Utilizes software to compile daily playlists. Determines type, style and era of music included on playlists. Listens to playlists and makes changes to playlists to ensure a variety of music is played and eliminate duplication of music. Incorporates local and/or historical events within broadcasts.</td>
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<td>Maintains and updates station’s music library using appropriate software. Catalogs music using key identifiers such as composer, title of work, key, name of group performing the music and conductor.</td>
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<td>Maintains physical library of CDs. Receives, catalogs and auditions all new release CD music. Requests music tracks (new, current and obscure) from music companies and/or distributors.</td>
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<td>Performs audio extraction and editing. Enters additional selected audio tracks into the music scheduler database.</td>
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<td>Assists the Operations Director in maintaining and updating KUSC web site and in maintaining and developing web features such as blogs, podcasts, twitter and social networks.</td>
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<td>Answers music related questions of listeners beyond the knowledge of the Listener and Membership Assistant. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  [ ] No  [ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
  Bachelor's degree
  Combined experience/education as substitute for minimum education

Minimum Experience:
  3 years

Minimum Field of Expertise:
  Knowledge of classical music. Experience with web site maintenance.

Preferred Education:
  Bachelor's degree

Preferred Field of Expertise:
  Prior experience with Music Master software, electronic media such as iTunes, Windows Media and Winamp and Podcast publishing.

Skills: Administrative:
  Answer telephones
  Communicate with others to gather information
  Customer service
  Gather data
  Input data
  Maintain filing systems
  Maintain logs
  Research information
  Understand and apply policies and procedures
  Understand and enforce regulatory guidelines
  Use database and/or word processing software

Skills: Machine/Equipment:
  Computer network (department or school)
  Computer network (university)
  Computer peripheral equipment
  Fax
  Personal computer
  Photocopier

Supervises: Level:
  May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: ___________________________  Date: ___________________________

Supervisor: ___________________________  Date: ___________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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