

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Broadcast Operations Assistant

**Unit:** Non-Academic/Non-Classified Service

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**Job Code:** N1120

**Original Date:** 04/2018

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

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### **FUNCTION:**

Under the direction of an assigned supervisor or manager, assist with routine duties in the radio station operations, including operation and care of radio production equipment.

### **DESIRABLE QUALIFICATIONS:**

Knowledge of radio station programming and production; proper operation and care of radio station equipment; modern office practices, procedures, and equipment, including computer hardware and software; and record-keeping techniques. Ability to perform routine preventive maintenance on radio station production equipment; operate computer hardware and software; communicate effectively both orally and in writing; establish and maintain effective working relationships with others; and understand and follow oral and written directions. Training and experience operating radio production equipment for a broadcasting station is required.

### **TYPICAL DUTIES INCLUDE:**

- Assist in training others in the proper operation and care of radio station equipment.
- Assist on-air personnel with any problems encountered in the operation of equipment.
- Perform routine preventive maintenance on radio station production equipment.
- Order and store equipment and supplies.
- Operate computers to access, create, update, and maintain files.