

Position Deleted on 7/18/2020.

General Manager of KUAC

University of Alaska Fairbanks

Fairbanks, AK

Type: Full-Time

Posted: 04/23/2020

Category: [Development and Fundraising](#); +3

Job no: 514795

Classification: Administrative Management 3

Grade: Grade 82

Work type: Staff Full-time

Administrative Unit: University of Alaska Fairbanks

School/Business unit: UAF KUAC

Location: Fairbanks

Categories: Administrative/Personnel, Communications/Public Relations/Marketing



Duties:

Leads fundraising activities; prepares grant proposals; serves as a liaison with state and local educators and public and commercial broadcasters; cooperates with administration, faculty and staff to enhance the mission of the university; and supports student involvement in public broadcasting. Essential

Maintains community interest in and support of both stations; acts as a public spokesperson on behalf of the stations and monitors the stations; is involved with campus and statewide telecommunications activities; has overall responsibility for personnel management of station employees; and reports directly to the UAF Chancellor. Essential

The General Manager has overall responsibility for the operation of both the FM radio and television stations and the currency of all station licenses; represents the stations on a policy level with the Federal

Communications Commission, the Corporation for Public Broadcasting, National Public Radio, Public Broadcasting System, Alaska Public Broadcasting Commission, and other national and state broadcasting organizations; develops long range goals and a program for growth; prepares and administers the budget for both stations. Essential

Typical level/type of education or training required for this position (including licenses):

Education: Graduate degree in Communication or related field and five years progressively responsible experience, or an equivalent combination of training and experience.

Experience: At least five years of management level experience in public broadcasting is required. Experience in management of a joint university-licensed station is preferred.

Skills: Strong oral and written communication skills are required. Excellent interpersonal skills are required. A demonstrated ability to create and implement a vision for public broadcasting that serves the University, audiences, and constituent groups is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Knowledge/Skills/Abilities

1. Demonstrated knowledge and experience with long-range strategic planning, contract negotiations and budget preparation. Ability to develop and initiate sound recommendations to executive management and represent management positions publicly when necessary. Ability to identify, organize, plan and allocate resources.
2. Demonstrated successful experience in fundraising.
3. Extensive knowledge of telecommunications technologies and processes for both digital and analog used in a broadcast and computer-networking environment. Understanding of FCC rules and regulations relative to TV and radio broadcasting and steps necessary for compliance. Positive experience with personnel supervision.
4. Demonstrated understanding of information technology and network systems especially as they relate to broadcast media production and distribution in a higher education environment. Proficiency in analyzing complex interconnected systems and determining best practices for operations and maintenance. Ability to develop and implement policy affecting both internal and external constituencies, to explain policies and arbitrate disputes.
5. Understanding of FCC rules and regulations relative to TV and radio broadcasting and steps necessary for compliance. Positive experience with personnel supervision.

Work schedule will include some evening hours, weekends and holidays as KUAC is a 24/7/365 operation. Frequent travel to required national, regional and Alaska broadcast related meetings.

This is a full-time, [Grade 82](#), minimum \$71,656 yearly, DOE, 12-month position complete with a competitive salary and [UA employee benefits package](#). This position is open until filled with the initial application review taking place on **May 18, 2020**. To ensure your application is considered, apply by 11:55 pm, 5/17/2019. Applications received after this date may not be considered.

Reasonable Accommodation Statement:

The University of Alaska (UA) is responsible for providing reasonable accommodations to individuals with disabilities throughout the applicant screening process. If you need assistance in completing this application or during any phase of the interview process, please contact UA Human Resources by phone at 907-450-8200.

Affirmative Action Statement:

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination

Background Check:

The successful applicant is required to complete a background check. Any offer of employment is contingent on the background check.

Probationary Period:

Pursuant to University Regulation 04.07.020, new employees of the University are employed in an at-will probationary status for the first six months of employment. During the probationary period, employment may be terminated for no reason or any reason. Promoted employees also serve a probationary period with limited rights of retreat.

Public Disclosure Statement:

Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act.

University of Alaska is a Drug-Free Workplace.

University of Alaska campuses are Tobacco-Free.

Training Policy:

It is the policy of the University of Alaska (UA) that all employees are required to complete training to meet the requirements of the positions they hold, and to complete the required training within a specified period to remain employed at the UA.

Contact Information:

If you have any questions regarding this position, please contact University of Alaska HR at 907-450-8200.

Related Searches:

[Development and Fundraising](#)

[Sponsored Programs, Grants, and Contracts](#)

[Communications, Marketing, and Public Affairs](#)

[Broadcasting, Radio, and Television](#)

General Manager of KUAC

Raised from: PD-633 - General Manager of KUAC

Requisition Number:514795

JUSTIFICATION AND COMMENTS

Type of action requested:	New Position
Reason for request:	Recruitment
Recruitment Reason:	Resignation

REQUISITION INFORMATION

Job No:	514795
Position number:	Administrative Management 3 <u>Position No.: 206800</u>
Working Title:*	General Manager of KUAC
Position type:	Staff Full-time
Appointment Type:	Full time
Appointment Type:	Regular
Recruitment process:*	DNU-UAF Staff Recruitment Process
This position performs supervisory duties?:	No
This position is a Second Line Supervisor?:	No
This position acts as a lead for employees?:	Yes
Lead or supervisory duties are ____?:	Select
This position is a time sheet approver?:*	Yes
MAU:*	University of Alaska Fairbanks
Division:*	UAF Chancellor
School:*	UAF KUAC
Department:*	KUAC Central Operations
TKL:*	T280 <u>KUAC</u>
Team:*	UAF-KUAC Central Operations
Job Location:*	Fairbanks Name: Fairbanks Suburb: State: Alaska
Hours per Pay Period:*	80
Contract Length (Pay Periods Per Year):*	26
CIPC (Faculty Only):	--
Classification:	Administrative Management 3 <u>Classification title: Administrative Management 3</u>
Occupational Title Code:	11-9199

GeoDiff Area:*	[0%] Anchorage-Fairbanks-Juneau-Girdwood-Eagle River-Kenai-Soldotna-Ketchikan-Sitka-Palmer-Wasilla-C...
Grade:*	Grade 82
	Minimum \$ 34.79
FLSA Exemption Status:	Exempt
Full Time or Part Time?:*	Full-time

JOB DUTIES

JOB DUTIES		
% of time	Duties / Responsibilities	Essential / Marginal
50%	The General Manager has overall responsibility for the operation of both the FM radio and television stations and the currency of all station licenses; represents the stations on a policy level with the Federal Communications Commission, the Corporation for Public Broadcasting, National Public Radio, Public Broadcasting System, Alaska Public Broadcasting Commission, and other national and state broadcasting organizations; develops long range goals and a program for growth; prepares and administers the budget for both stations.	Essential
25%	Leads fundraising activities; prepares grant proposals; serves as a liaison with state and local educators and public and commercial broadcasters; cooperates with administration, faculty and staff to enhance the mission of the university; and supports student involvement in public broadcasting.	Essential
25%	Maintains community interest in and support of both stations; acts as a public spokesperson on behalf of the stations and monitors the stations; is involved with campus and statewide telecommunications activities; has overall responsibility for personnel management of station employees; and reports directly to the UAF Chancellor.	Essential

Knowledge/Skills/Abilities:	<p>General Skills Required: strong oral and written skills; excellent interpersonal skills; demonstrated ability to create and implement a vision for public broadcasting that serves the University, audiences, and constituent groups; demonstrated ability to develop knowledge of, respect for, and engage with, those of other cultures/backgrounds.</p> <p>Specific KSAs required:</p> <p>1. Demonstrated knowledge and experience with long-range strategic planning, contract negotiations and budget preparation. Ability to develop and initiate sound recommendations to executive management and represent management positions publicly when necessary. Ability to identify, organize, plan and allocate resources.</p> <p>2. Demonstrated successful experience in fundraising.</p> <p>3. Extensive knowledge of telecommunications technologies and processes for both digital and analog used in a broadcast and computer-networking environment.</p> <p>4. Demonstrated understanding of information technology and network systems especially as they relate to broadcast media production and distribution in a higher education environment. Proficiency in analyzing complex interconnected systems and determining best practices for operations and maintenance. Ability to develop and implement policy affecting both internal and external constituencies, to explain policies and arbitrate disputes.</p> <p>5. Understanding of FCC rules and regulations relative to TV and radio broadcasting and steps necessary for compliance. Positive experience(s) with personnel supervision.</p>
Typical Experience:	At least five years of management level experience in public broadcasting required. Experience in management of a joint university-licensed station is preferred.
Required Education or Training:	Graduate degree in Communications or related field and five years progressively responsible experience, or an equivalent combination of training and experience.
Advertising summary:*	KUAC is hiring for a General Manager. The ideal candidate will bring a passion for public broadcasting in the Great North! Given the current informational climate, it is especially important to recognize the role public KUAC plays in providing reliable information to the people of Alaska, and the new GM should be prepared to continue that mission proudly into the future.

Advertisement text:*

Generate Description

Typical level/type of education or training required for this position (including licenses):

Education: Graduate degree in Communication or related field and five years progressively responsible experience, or an equivalent combination of training and experience.

Experience: At least five years of management level experience in public broadcasting is required. Experience in management of a joint university-licensed station is preferred.

Skills: Strong oral and written communication skills are required. Excellent interpersonal skills are required. A demonstrated ability to create and implement a vision for public broadcasting that serves the University, audiences, and constituent groups is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Knowledge/Skills/Abilities

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POSITION REQUIREMENTS

Physical demands:*

- ☐ Balancing
- ☐ Climbing
- ☐ Crouching/Stooping
- ☐ Feeling/Handling
- ☐ Pulling/Pushing
- ☐ Repetitive movement
- ☒ Speaking
- ☒ Standing
- ☒ Walking/Running
- ☐ None
- ☐ Carrying
- ☐ Crawling
- ☐ Driving
- ☒ Keyboarding
- ☐ Reaching
- ☒ Sitting
- ☐ Squatting
- ☐ Twisting/Bending
- ☒ Writing

Environmental and Hazardous Conditions:*

- ☐ Animals/Wildlife
- ☐ Close/Cramped Quarters
- ☐ Disease
- ☐ Electrical Hazards
- ☐ Fire Hazards
- ☐ Indoor Temperature Extremes
- ☐ Moving Machinery/Heavy Equipment
- ☐ Noise
- ☐ Radiation
- ☐ Vibration
- ☐ Weather Extremes
- ☐ Chemicals
- ☐ Darkness/Poor Lighting
- ☐ Dust/Fumes
- ☐ Explosives
- ☐ Heights
- ☐ Mechanical Hazards
- ☐ Near-Continuous Use of Video Display Terminal
- ☐ Pathogens
- ☐ Traffic
- ☐ Violence
- ☒ Normal Office Environment

Additional Physical Demands:

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Lifting Demands:

Up to 10 pounds

Frequent Travel:*

Yes

Travel Procard:*

Yes

Department Procard (non-travel):*

Yes

Will this position work with minors?:*

No

SEARCH COMMITTEE

Search committee chair:*

Samara Taber


Email address: setaber@alaska.edu

Search committee members:

Recipient

No Search committee member selected.

SELECTION CRITERIA

 There are no items to show

BACKGROUND CHECK INFORMATION

Background Check Package:*

UAF

Education Verification:

☐ Yes ☐ No

Employment Verification:

☐ Yes ☒ No

Professional License & Certification:

☐ Yes ☐ No

Driving Duties Required:

☐ Yes ☐ No

E-Verify:

☐ Yes ☐ No

HEADCOUNT MANAGEMENT

Positions:

	Position no	Type:	Applicant	Application status
1	206800	Replacement	<u>Gretchen Gordon</u>	Offer accepted, post-hire form complete

LABOR DISTRIBUTION

Fund:	998000
Org:	61261
Percentage 1:	30
Fund 2:	998000
Org 2:	61281
Percentage 2:	70
Fund 3:	--
Org 3:	--
Percentage 3:	Select

RECRUITMENT

Date Position Vacant:*	Dec 6, 2019
Date opened:*	Apr 22, 2020
Application Review Date:	May 18, 2020
Date Closed:	Jul 30, 2020
Expected Hire Date:	
Visa Sponsorship:*	<input type="radio"/> Yes <input type="radio"/> No
Internal Applicants Only:*	No
Type of Recruitment:*	Regular Recruitment

If requesting a Direct Appointment, Emergency Hire, Temporary, Casual Labor, or Seasonal Rehire, please upload justification documents to the Notes tab and email note to your Talent Acquisition Specialist.

Posting Location:*	Fairbanks
Advertising Funding Source:	--

Before submitting the Job Card, please include Pre-Screening Questions, Intermediate Screening Questions, and Interview Questions.

APPROVAL QUEUE

Talent Acquisition Specialist:*	Rhonda McKay <u>Email address: rlmckay2@alaska.edu</u>
Time Sheet Approver:	Daniel White <u>Email address: dmwhite@alaska.edu</u>



Supervisor:*

Daniel White

Email address: dmwhite@alaska.edu

Approval process:*

UAF Requisition Approvals (1 Approver)

1. Supervisor/Unit:	Samara Taber  Approved Apr 21, 2020
2. Talent Acquisition Specialist:	Rhonda McKay  Approved Apr 22, 2020

Human Resources Coordinator:*

Breana Thompson

Email address: brthompson@alaska.edu

Status:*

Filled