



KJHK 90.7 FM - Student Radio

1301 Jayhawk Blvd., Lawrence, KS 66045 | (785) 864-4848 | www.kjhk.org

Last Name:

First Name:

Local Address (where you would like your check sent):

KJHK Executive Staff Position: **Communications Director**

Term: **May 2025 - May 2026**

Monthly amount to be paid: **\$550**

Check to be picked up on the 15th.

FROM 827-1204

Responsibilities: Communications Director

Reporting line:

- Reports to KJHK's Station Manager. Advised by KJHK advisor.
- Supervises KJHK's Community Engagement Director, Live Events Director, Creative Director, and 50th Birthday Party Planner

Overall responsibilities:

- Manage and organize content across KJHK's Instagram and Facebook social media accounts.
- Partners with the Content Director on video content on all video-related social media content
- On call to handle urgent social media updates regarding station-related issues or announcements that the public needs to know such as issues with our streaming or the radio tower.
- Collaborate with the KJHK Cabinet and Communications Bubble to identify and execute station promotions.
- Plan and execute promotional campaigns with the Communications bubble for events, fundraising, and merchandise.
- Stay informed about activities across KJHK's bubbles including underwriting, program schedule, website updates, video

content, and staff highlights to effectively promote these through social media channels.

- Act as KJHK's coordinator of all station ticket giveaways.
- Serve as a member of the KJHK Cabinet leadership team.
- Maintain a cumulative GPA of 2.5.
- Attend Farmers' Ball unless extenuating circumstances arise.

Meeting Requirements

- Attend:
 - Weekly KJHK Cabinet and Executive Staff meetings.
 - Monthly KJHK All-Staff meetings.
 - Three annual Advisory Board meetings to provide updates.
- Lead weekly Communications Bubble meetings.
- Participate in:
 - KJHK Staff Retreats (August 15, 2025, and January 16, 2026).
 - Unionfest (August 16, 2025).
 - Weekly Street Team and Creative Staff meetings (if able)

KJHK reception desk responsibilities:

- Maintains up to five (5) weekly, regularly scheduled office hours during business hours at KJHK reception desk.
- Complete all duties outlined in KJHK's reception desk policy.
- Complete individual assignments related to the Communications wing at KJHK.

Expected to work 12-15 hours per week.

IRS Statement: The KU Memorial Unions will issue a Form 1099 to you as per IRS regulations. It is your responsibility for any federal, state, or local taxes that may be imposed on these payments.

I have read and understand the above IRS Statement and my position expectations. I understand that if I do not fulfill my position responsibilities that KJHK is not obligated to adhere to this contract.

Student Signature _____ Date _____

Advisor Signature _____ Date _____