

	Acadia Students' Union Job Description	
	Section: GV-2018-07	Pages: 2
Position: Axe Radio Coordinator		
Location: SUB 509/512 Department: Student Life	Reports to: Vice President Student Life	Coverage: Incoming Coordinators

1.0 Axe Radio

Axe Radio is our online radio station and serves to benefit Acadia University, Acadia's students, and the local community by strengthening communication between Acadia and the community as well as between members of the Acadia community itself. Axe Radio strives to provide a supplemental outlet for free artistic, cultural, and socio-political expression, entertainment, and discussion of controversial material within quality, thought-provoking programming in a manner conducive to free thought and open debate.

2.0 Coordinator Position Overview

The Axe Radio Coordinator's responsibilities lie with the development and organization of the radio shows that are performed and the hosts that would like to register for time slots. The Axe Radio Coordinator is also very active with events, and holds collaborative relationships with multiple student leaders and organizations on campus.

3.0 Key Position Requirements

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

- i. Shall attend all scheduled meetings with the ASU Vice President Student Life;
- ii. Shall hold a minimum of three (3) regular office hours per week;
- iii. Shall enforce the *Radio's* constitution;
- iv. Shall organize and facilitate regular meetings of the organization;
- v. Shall oversee and sign all reimbursements and/or purchase orders of the organization;

- vi. Shall present a semesterly report to the ASU Vice President Student Life;
- vii. Shall oversee coordinators and officers in the performance of their duties;
- viii. Shall promote the *Radio* within the ASU;
- ix. Shall perform at least two (2) hours of transition with the incoming director before the completion of the academic year of their term of office;
- x. Shall have the final authority over any expenditures, programming, advertisements or events.

4.0 Events and Activities

Axe Radio hosts several events through the course of the year such as Rap Battles, Songwriter Circles, Ski Nights, and more, and they have a loaded schedule to maintain for hosts to run shows through the week.

5.0 Miscellaneous

Axe Radio also has a very strong social media presence and is quite active through their application development and design.

6.0 Statement of (Minimum) Qualifications

Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

Skills

- Strong organizational, time management, and communication skills;
- Demonstrated ability to respond creatively and actively under pressure;
- Programming and event planning skills;
- Experience in project planning and collaborative activities;
- Experience both working as part of an effective team and independently

7.0 Attachments

None