

**Federal Work Study
Job Description Form**

Job Title: Student Managers WCCH
Department or Organization: WCCH 103.5FM
Address (Off campus only):

Desired No. of Hires: 6 (3 Fall/3 Spring)

Supervisor: Kim Hicks
Office: Marieb 221
Phone: 413.552.2279
Email: khicks@hcc.edu

Designee: Patrick LaBelle
Office: Donahue 101
Phone: 413.552.2488
Email: plabelle@hcc.edu

General Job Description:

WCCH 103.5FM gives members of the HCC community an experience to gain hands-on professional experience in the world of broadcast media. The Student Managers at WCCH will work hand in hand with the station advisors to ensure smooth day to day operations and continued growth of the station.

Detailed List of Duties:

- Assist DJ training for new students
- Orient new members to the station
- Represent the station at various events
- Assist in set up and breakdown for DJ events on campus
- Assist in updating and maintaining the WCCH website
- Assist in posting to all forms of WCCH social media including Instagram, Facebook, and TikTok
- Assist in creation of public service announcements (PSAs) and station IDs
- Assist with producing content for the Live From Studio B series
- Opening and closing the station for use

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Working at WCCH provides an excellent foundation in both media production skills and small business development. Specific skills include website management, video production, and editing of both audio and video projects. Students who start their professional journeys working for WCCH may go on to work in various forms of media including radio and television. The administrative and organizational work could be applied to nearly any desired career.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.

The students chosen for this work study position must be able to serve as a role model, mentor to all other station members and represent WCCH in the most professional manner at all times at the station, at events on campus, and in the Holyoke community at large.

Skills and/or previous experience desired:

Willingness to learn is essential.

Preferred skills:

- Video production
- Video editing
- Audio engineering
- Organizational software (Google Sheets/Google Docs)

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Students will provide coverage during the typical station hours of operation, 9:00-5:00 M-F. Some evening and weekend hours may be available. Schedules will be determined by availability.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Kim Hicks
Print Name of Supervisor

Dean of Arts and Humanities
Title

09/29/2025
Date

Please return completed form to drosado@hcc.edu