



UHM STUDENT MEDIA BOARD

Dear Applicant:

Thank you for your interest in University of Hawai'i at Mānoa (UHM) student media. Student fees, advertising sales, and other revenues support all of the Student Media Board's (SMB) programs, publications, and services. These include KTUH, Ka Leo, Hawai'i Review and UH Productions. Students who participate in the SMB programs must be registered UHM students in good standing and carrying a minimum course load as specified in the SMB Bylaws. Please refer to the attached SMB documents for the job descriptions, minimum qualifications, duties and responsibilities for more information about your desired position.

No single program, publication, or service of the SMB stands alone. Coordination between the editorial departments, advertising department, public relations, video and radio productions, and circulation is essential to the success of all SMB programs. Please note that some programs have rigorous production schedules and critical deadlines, often requiring more of your time. The SMB expects each of its student-led programs to be created on schedule, to be of the highest-possible quality, and to be produced within budget.

If you wish to read a copy of the board's charter, bylaws, and operating rules, or have any questions, please contact the SMB student chairperson, Spencer Oshita, at uhsmb@hawaii.edu.

To file a complete application, you must please include the following:

1. Completed application form
2. Cover letter addressing why you applied and why you should be considered
3. A current résumé (including 3 professional/academic references—name, phone, email)
4. An essay, no more than five (5) pages (detailing your program goals, a plan of action, and a critique of the program you have applied to lead. Please also include all previous management experience you have had).
5. Letters of recommendation (optional)

Please submit an electronic version of these documents to uhsmb@hawaii.edu

Applications are due on **Monday, March 15, 2021 at 4:30 pm.**

Sincerely,

A handwritten signature in black ink that reads "Spencer T. Oshita". The signature is written in a cursive, flowing style.

Spencer T. Oshita
Chair, Student Media Board