



Dear Applicant:

Thank you for your interest in applying for a Program Head position with the UHM Student Media Board (SMB). The SMB programs include KTUH, Ka Leo, Hawai'i Review and UH Productions. Students who apply must be registered UHM students in good standing and carry 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.

Student fees, advertising sales, and other revenue support our programs. No single program, publication, or service of the SMB stands alone. Coordination between the editorial, video productions, radio broadcast, marketing/advertising/public relations, and web development departments are 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 the student-led programs to be created on schedule, to be of the highest-possible quality, and to be produced within budget. Included in this application packet, you will find:

1. Program Head application form
2. Position description
3. SMB Strategic Planning Goals

If you wish to read a copy of the board's charter and bylaws, the documents can be found on <http://www.manoanow.org/smb/documents>

To apply, 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)

Items 1-4 must be submitted for your application to be considered complete.

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

Applications are due on Monday, February 24, 2020 no later than 4:30 pm.

If you have any questions, please contact the Spencer Oshita, SMB Chairperson at uhsmb@hawaii.edu.