

## CANDIDATE EVALUATION FORM

### Search for Director of Orange Media Network

Candidate name: \_\_\_\_\_

*A position description is on the back page.*

1. What strengths do you believe this candidate will bring to the position? Are there compelling reasons to offer the position to the candidate? *Please explain.*

2. Are there compelling reasons why the candidate should not serve in this position? *Please explain.*

3. Any other comments regarding this candidate for this search committee to consider?

4. Overall rating for the candidate (circle one):    Excellent    Good    Acceptable    Unacceptable

Your name and department/unit (optional): \_\_\_\_\_

Please note that your evaluative comments will only be shared with the search committee and will remain in strict confidence.

Your evaluative comments should be emailed to [marriah.delavega@oregonstate.edu](mailto:marriah.delavega@oregonstate.edu) or submitted to Marriah De La Vega, Memorial Union Guest Services, 112 Memorial Union, no later than 5pm on Monday, May 18th.



## Oregon State University – Position Description

### Director of Orange Media Network

This position provides overall direction and leadership to the Orange Media Network cluster within the Memorial Union for the Division of Student Affairs.

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#### **Decision Making Guidelines:**

The Director oversees and manages the overall operations of OSU student programs and activities. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards. The Director participates in strategic planning efforts as part of the management team. The Director is responsible for managing staff, equipment and facilities. The Director determines resource needs and priorities and makes recommendations to executive management. The Director determines training needs and makes appropriate arrangements for provision of training.

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#### **Position Duties:**

Overview: Facilitate an organizational atmosphere that is ethical, collaborative, developmental, and innovative. Help staff to fully operationalize new facilities, use entrepreneurial strategies to modernize the media's program mix for a state-of-the-art digital media program, and support the growth and development of students in these programs to accomplish organizational, professional and personal goals through their involvement in OSU Orange Media Network.

#### **50% Administrative Duties:**

- Works collaboratively with staff and student leaders of media to integrate a sustainable, converged web presence for all of the media programs. Continually reviews, updates, mentors and facilitates students with a platform for quasi-professional media work. Leads a team that delivers the state-of-the-art in news and media communication and technology.
- Serve as primary administrator of Orange Media Network facilities and equipment inventory. Primary responsibility for budgeting and purchasing necessary for the operation of the media programs. Administer the long-range plan for facility use by media programs and plan for the accumulation of reserve funds adequate to ensure the replacement of all inventory. Administers the programs, budgets and operating funds for those campus activities in accordance with campus/state regulations.
- Represent OSU and Orange Media Network at meetings and within organizations specific to media programs.
- Works with the Assistant Directors of Orange Media Network in formulating and organizing plans for developing and administering student broadcast, marketing/advertising, learning assessment, and convergence programs. Ensures compliance with FCC regulations and other regulation and agreements.
- Serve as a member of the Student Affairs Leadership Team (SALT) and as an ex-officio member of the MU Advisory Board, and other duties as assigned.

#### **30% Leadership Duties**

- Serve as the primary administrator of the Orange Media Network office. Facilitates the development of a shared vision for the Network that incorporates stakeholder perspectives, produces technologically advanced, cutting-edge programs, and uses collaborative strategies compatible with corresponding academic programs. Supervises subordinate staff performing reception, business services, computer system, print, on-line and broadcast media production and advising roles. Recruits, trains, evaluates, mentors, and hires/fires staff, as appropriate.
- Serves as the adviser to all student media. Works directly with the University Orange Media Network Advisory Committee, which acts as the institution's advisory body for the various student media. Interprets policies and procedures established by that committee. Serves as an ex-officio member of the Advisory Committee. Formulates and organizes plans for developing and administering Orange Media's programs. - Leading and developing students in the production of student media that is ethically sound, culturally diverse and communicates effectively with a broad audience. 10% Academic Duties
- Teach such courses in media, College Student Services Administration, or other academic programs that are beneficial to the University.

#### **10% Outreach Duties**

- Develops and coordinates activities, workshops and institutes for aspiring journalists through camps and conferences hosted at OSU each year. Develop relationships with professional media organizations and professionals throughout the State of Oregon and beyond.
  - Provides outreach to organizations, schools and businesses in order to create and maintain relationships that foster educational and employment opportunities for OSU students and supports the recruitment of students likely to succeed at OSU.
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