

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COORDINATOR, WPM OPERATIONS/ANNOUNCER**

**Reports To:** Designated Supervisor

**UW Job Code:** 5243

**UW Job Family:** 51 - Technicians

**SOC Code:** 27-3011

**FLSA:** Non-exempt

**Pay Grade:** 19

**Date:** 2-1-14

### **JOB PURPOSE:**

Coordinate complex broadcast operations for Wyoming Public Media over three radio channels. Record programs from computer satellite downlink system; oversee program schedules by preparing daily log system; perform on-air announcing, and assist with on-air fundraising drives annually.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Record programs from computer satellite downlink system.
- Maintain program schedules by preparing daily log system.
- Supervise student on-air announcers and perform on-air announcing, as directed.
- Oversee the use of equipment for the production of various programs.
- Coordinate and supervise continuity/traffic activities on behalf of a designated college or area.
- Enter and schedule underwriting contracts into traffic software; produce weekly underwriting avails report.
- Maintain operating and transmitting logs as required by Federal Communication Commission.
- Manage daily operations that ensure reliable coverage in Wyoming Public Media's statewide signal area.

### **SUPPLEMENTAL FUNCTIONS:**

- Fill in for other program hosts as needed.

### **COMPETENCIES:**

- Attention to Detail
- Quantity of Work
- Consistency
- Independence
- Adaptability

- Formal Presentation Skills

**MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Broadcasting and announcing methods, concepts and techniques.
- Computer satellite downlink systems and equipment.
- Supervision, communication and time management methods, concepts, and techniques.
- Applicable University, federal and state laws, rules and regulations.
- Fundraising methods, concepts and techniques.

Skills and Abilities to:

- Effectively communicate and develop interpersonal relationships.
- Record programs safely with equipment from a computer satellite downlink system.
- Articulate on the air.
- Supervise and schedule assigned employees.
- Assist with on-air fundraising.
- Work as a team member and foster a cooperative teamwork environment.
- Developing underwriting reports.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office and radio station environment(s).

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.