

## **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, PROGRAMMING AND OPERATIONS-WYOMING PUBLIC RADIO**

**Reports To:** Designated Supervisor

**UW Job Code:** 3850

**UW Job Family:** 3D - Media/Communication/Art

**SOC Code:** 27-2012

**FLSA:** Exempt

**Pay Grade:** 24

**Date:** 4-1-97 (revised 7-1-02; 10-3-03; 7-1-04; 7-1-06; 7-1-08)

### **JOB PURPOSE:**

Coordinate and implement all phases of programming and operations for public radio station; instruct and assist students in radio skills.

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

- Produce and perform on-air programs.
- Monitor national program schedules and make channel changes when necessary.
- Organize and review material from outside sources to determine suitability for Wyoming Public Radio.
- Train, supervise, and advise students on radio skills including on-air presentation and equipment operation.
- Consult and advise staff members on station policies, goals, and budget.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist in the daily operations including monitoring transmissions, assessing announcer performance, and record management.
- Respond to listeners' questions and comments.
- Participate in planning and implementing on-air fundraising and promotions.

### **COMPETENCIES:**

- Work Prioritization & Management
- Delegating Responsibility
- Formal Presentation Skills
- Influence
- Independence
- Sensitivity

- Individual Leadership
- Stress Tolerance

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in Mass Communications, Broadcasting, or a related field**

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

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Radio technology and public radio programming.
- Radio program production and program preparation methods, concepts and techniques.
- Standards and regulations for public radio operations.
- Satellite broadcasting procedures and protocols.
- Organizational methods, techniques and practices.
- Current and developing trends in radio.
- Training techniques and methods.
- Supervisory concepts, methods, and practices.
- Effective communication and listening techniques, methods and practices.
- University, federal and state regulations and broadcasting regulations.
- Goal-setting methods and techniques.
- Project and time management techniques, methods and practices.
- Assessment tools, techniques and methods.
- Records management concepts and methods.
- Development and promotional planning methods, techniques and practices.

Skills and Abilities to:

- Produce and perform radio programs.
- Effectively listen and communicate.
- Provide excellent public relations and customer services.
- Train others on public broadcasting methods, practices, procedures and regulations.
- Monitor scheduling and make decisions on scheduling changes.
- Evaluate announcer performances.
- Assess materials for program and station appropriateness.
- Provide information on policies and procedures.
- Participate in planning fundraisers and promotions.
- Meet programming and project deadlines through organization and time management.
- Manage records and reports for designated areas.
- Develop, plan and implement short- and long-range goals.
- Use personal computer with applicable software programs.

- Work effectively as a team member and foster a cooperative work environment with a wide array of constituencies in a diverse community.

**WORKING CONDITIONS:**

No major sources of discomfort, standard radio station environment. Subject to pressures and stress related to imposed deadlines.

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.