

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: NEWS ANCHOR/REPORTER

Reports To: Designated Supervisor

UW Job Code: 3804

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

SOC Code: 27-3023

FLSA: Exempt

Pay Grade: 20

Date: 4-1-95 (revised 6-1-01; 7-1-02; 2-5-03; 3-4-04; 7-1-04; 4-20-05)

JOB PURPOSE:

Anchor the local portions of a daily network news magazine including acquiring, producing, and reporting news stories for broadcast; travel to and from meetings and other events to gather news; update Wyoming Public Radio website with the latest news stories.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Host daily news magazine including operating control room and transmitters for broadcasting, gathering, reporting and producing state-wide news.
- Prepare for emergency procedures including loss of scheduled programs and technical difficulties.
- Assist in editing and assigning stories.
- Monitor control room operations; note problem areas and make suggestions to operators.
- Gather, write and produce news feature stories.
- Attend meetings of statewide and local interest and compose in-depth features on a variety of topics.

SUPPLEMENTAL FUNCTIONS:

- Assist in station management and assist in news coverage and live or taped events.
- Provide coverage for air shifts in the absence of other broadcast personnel.

COMPETENCIES:

- Adaptability
- Analysis/problem Identification
- Formal Presentation Skills
- Consistency
- Meeting Membership

- Stress Tolerance
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **None**

Required licensure, certification, registration or other requirements:

- **Some positions require a valid driver's license.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Radio broadcasting methods and practices.
- Rules, regulations and policies applicable to on-air broadcasting.
- Control room equipment.
- Operation of studio microphones and sound procedures and requirements.
- Audio archiving procedures.
- Safety procedures applicable to radio broadcasting and associated equipment.

Skills and Abilities to:

- Speak articulately on the air.
- Research news and write articles for on-air use.
- Communicate effectively, both orally and in writing.
- Conduct interviews.
- Set up and operate digital or other recorders, sound processing equipment, multi-track audio consoles, and ancillary radio production equipment.
- Arrange and configure studio facilities and equipment.
- Audio production and editing skills.
- Supervise assigned staff, including organizing, prioritizing and scheduling work assignments.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

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

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.