



JOB DESCRIPTION: ASSISTANT NEWS DIRECTOR

To apply or for more information, contact the KWVA General Manager
cnissr@uoregon.edu

PURPOSE

To assist the News Director in direction of the KWVA News Department and talk programming

PRINCIPLE FUNCTIONS/REQUIREMENTS

I. Administrative Duties

- Filling any vacancies that the News Director is unable to fill
- Assist with production of all news broadcasts
- Assist with formulation, creation, production, editing, and broadcasting of news stories, format changes, and other operations within the news department
- In coordination with the News Director, responsible for the daily broadcasts of Democracy Now! and Free Speech Radio News
- Assist the News Director in recruiting news department staff
- Assist the News Director in the training and management of news reporters, editors and correspondents
- Assist the News Director with weekly news department meetings
- Assist with promotion of the KWVA news and talk programming

II. Clerical Duties

- Answering and returning News Department phone calls, training reporters, technical work in the production room, board meetings, DJ meetings, and public relations for the News Department as requested by the News Director
- Assist with maintenance up-to-date personnel files on all News Department Staff
- Maintain hard copy and/or computer files outlining major activities within the KWVA News Department
- Assist the News Director in writing a quarterly departmental report.

REPORTS TO

KWVA General Manager

ELIGIBILITY

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms.

COMPENSATION & TIME COMMITMENT

- Student Stipend: \$70 month
- Requires approximately 15 hours a week

EOE/AA/ADA

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