
WESTERN MICHIGAN UNIVERSITY

Job Description

Job Title: News Prod/Announcer Educ/Gov **Position Number:** 0262
Pay Type: Salaried/Exempt **Department Name:** WMUK
Grade: 14

General Summary

Plans, coordinates, and produces news programs about education and local government for web, broadcast and other media.

Major Duties

- Writes, edits, produces, and announces programs of local interest with special emphasis on education and local government. Discusses and prepares program content with the News Director and in cooperation with other staff members.
- Participates in non-education and government news programming as directed by the News Director.
- Participates in station fundraising operations through on-air campaigns.
- Listens to audio recordings to ensure programs meet station standards. Writes scripts and other news material and edits them to meet station standards. Operates computers and audio recording and editing equipment and software as well as control room equipment.
- May host daily, weekly or monthly news programs on-air or and conducts long-form interviews.

Minimum Qualifications

- Bachelor's degree.
- One year of experience or more in reporting, writing, editing and producing news content for radio or other audio media, preferably in public radio.
- One year of professional experience with reporting about education and local government.
- Advanced familiarity with audio recording equipment/software as well as multi-media platforms.
- Must have own transportation; must have ability to report on location including outdoor assignments.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.