



KWVA Eugene, 88.1 FM
University of Oregon Campus Radio

Job Title: News Director (ND)

Purpose:

To direct the KWVA news department and talk programming;
4th on-call, alternating months with Production Director and Music Director

Principle Functions/Requirements:

- I. **Administrative Duties:**
 - a. Responsible for producing local/campus news programs to air at least two days/week;
 - b. Responsible for broadcasts of Democracy Now! and Free Speech Radio News;
 - c. Responsible for staying current on news syndication possibilities;
 - d. Responsible for coordination with talk show hosts regarding programming guests and subject matter guidelines;
 - e. Responsible for promotion of KWVA news and talk programming;
 - f. Establish and maintain standards for news and talk production;
 - g. With assistance from the General Manager, train news/reporting staff in radio news broadcasting;
 - h. With assistance from the General Manager, ensure that news broadcasts and talk programs do not violate university, state, or FCC regulations, laws, or standards of conduct;
 - i. Coordinate with General Manager to ensure that community and public affairs are met as per KWVA's FCC license;
 - j. Produce and engineer news broadcasts in conjunction with the Production Director and news staff;
 - k. Hold weekly news department meetings;
 - l. Attend weekly staff meetings.

- II. **Clerical Duties:**
 - a. Maintain an archive of KWVA produced news broadcasts;
 - b. Keep and maintain up-to-date personnel files and contact information for all current news staff (reporting and editing), as well as personnel files on all previous news staff, in conjunction with Programming Director and General Manager;
 - c. Submit quarterly department reports to the Programming Director.

Compensation/Selection Procedure:

\$100 month for 12 months

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms, in order to receive a stipend of \$100/month. The position begins July 1st and runs through June 30th of the following year. Training will begin by June 1st and individual holding the position will be required to provide training to the incoming staff member. Position requires approximately 20 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA Programming Director

**KWVA: P.O. Box 3157 - University of Oregon - Eugene, Oregon - 97403
UPS/FedEx to: Suite M-112 - EMU - University of Oregon - Eugene, Oregon - 97403
(541) 346-4091 Business (541) 346-0648 Fax (541) 346-0645 Request Line**