Broadcast Traffic Promotions Assistant

<table>
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<tr>
<th>Job Family: Media Production</th>
<th>Sub Family: Broadcast Technology</th>
<th>Career Track and Level: TAS 1</th>
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<tr>
<td>Job Code: MEDPRODBRDTECTAS1</td>
<td>Job Series: 32111</td>
<td>Pay Grade: CA&amp;P</td>
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<td>FLSA Category: NON-EXEMPT</td>
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**Job Family**

**Media Production:** Creates content and programming for a variety of media platforms including radio, television, and the Web. Delivers relevant programming to the community designed to engage listeners and viewers. Assists programs across campus in producing media content related to coursework and extracurricular activities.

**Sub Family**

**Broadcast Technology:** Operates and maintains system tools and equipment used in broadcasting.

**Job Responsibilities**

- Retrieve, edit, and tag interstitial content.
- Produce and edit WOUB legal Identification spots (IDs) and date specific promotional spots
- Edit nightly 'coming up next' spots.
- Produce and edit local testimonial spots. Assist with tape library organization.

**Role**

- Reflects most common entry point for this career track.
- Performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities following a defined standard output or set of procedures. May schedule and/or check the work of students.
- Work is closely supervised with limited opportunity for independent action or decision making. Exercises some judgment in planning and organizing own work but must adhere to specific time, process, and results standards.
- Work consists of tasks that are routine, or well-defined, with specific instructions to achieve standards.
Requirements

Knowledge of media production policies, procedures, services, tools, and/or equipment typically obtained by a high school degree or GED or equivalent and less than 12 months of related experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.