

EQUAL EMPLOYMENT OPPORTUNITY PUBLIC INSPECTION FILE REPORT  
FULL TIME JOB VACANCIES FILLED BY STATION  
FROM **June 1, 2022 to May 31, 2023**

1. Total number of full-time vacancies filled during the year: 21
2. Total number of interviewees for all full-time vacancies during the year: 76

**Job Vacancies Filled During Annual Reporting Period**

1. Title of Full Time Job Filled: **Assistant Director of Membership, Fundraising (13958)**  
Date Position Filled: **June 1, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, Current, Greater Public, PRADO Listserv and Slack Channels, NPR Friends Slack Channels, NPR Station Connect**  
The source that referred the successful applicant: **Current**  
Number of Interviewees: **3**  
Sources of Interviewees: **Current, American University Announcement x 2**
2. Title of Full Time Job Filled: **Live Event Producer, 1A, Remaking America (17716)**  
Date Position Filled: **June 6, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, CPB Jobline, NABJ, NAHJ, AAJA**  
The source that referred the successful applicant: **The Chronicle of Higher Education**  
Number of Interviewees: **2**  
Sources of interviewees: **The Chronicle of Higher Education, American University Announcement**
3. Title of Full Time Job Filled: **Executive Editor, Regional News (17602)**  
Date Position Filled: **June 21, 2022**  
Recruitment Sources Used: : **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, Koller Search Partners**  
The source that referred the successful applicant: **Koller Search Partners**  
Number of Interviewees: **5**  
Sources of Interviewees: **Koller Search Partners x 5**
4. Title of Full Time Job Filled: **Reporter, General Assignment, Tue-Sat (17023)**  
Date Position Filled: **July 11, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus**

**Findjobs.direct**

The source that referred the successful applicant: **American University Employee**

Number of Interviewees: **4**

Sources of Interviewees: **American University Employee, American University Announcement x 2, Indeed**

5. Title of Full Time Job Filled: **Reporter, Prince George's and Montgomery Counties (17294)**  
Date Position Filled: **August 8, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, Jobs Online, JobisJob, Career Cactus, Findjobs.direct, NABJ, NAHJ, AAJA, NAJA, PMJA, CPB Jobline, Kate McGughey-Hermitage Consulting Associates, Ltd.**  
The source that referred the successful applicant: **External Recruiter (Kate McGaughey-Hermitage Consulting Associates, Ltd)**  
Number of Interviewees: **3**  
Sources for Interviewees: **Hermitage Consulting Associates x 2, Ltd, American University Announcement.**
6. Title of Full Time Job Filled: **Chief Content Officer (16717)**  
Date Position Filled: **August 15, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, Koller Search Partners**  
The source that referred the successful applicant: **Koller Search Partners**  
Number of Interviewees: **3**  
Sources for Interviewees: **Koller Search Partners x 2, American University Announcement**
7. Title of Full Time Jobs Filled: **Sr. Producer, 1A (14553)**  
Date Positions Filled: **August 29, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, CPB Jobline, NABJ, NAHJ, AAJA**  
The sources that referred the successful applicants: **Indeed**  
Number of Interviewees: **5**  
Sources for Interviewees: **Indeed, LinkedIn, American University Announcement x 3**
8. Title of Full Time Job Filled: **CRM Database Analyst (18072)**  
Date Position Filled: **October 2, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, Idealist,**  
The source that referred the successful applicant: **American University Announcement**  
Number of Interviewees: **2**  
Sources of Interviewees: **American University Announcement x 2**

9. Title of Full Time Job Filled: **Audience Engagement Associate (5574)**  
Date Position Filled: **October 17, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct**  
The source that referred the successful applicant: **American University Announcement.**  
Number of Interviewees: **5**  
Sources of Interviewees: **American University Announcement x 5**
10. Title of Full Time Job Filled: **Engagement Producer (16427)**  
Date Position Filled: **October 24, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct**  
The source that referred the successful applicant: **Twitter**  
Number of Interviewees: **1**  
Sources for Interviewees: **Twitter**
11. Title of Full Time Job Filled: **Associate Director, Marketing and Events (18231)**  
Date Position Filled: **November 7, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, Jobs Online, JobisJob, Career Cactus, Findjobs.direct, LinkedIn, CPB Jobline, TheLadders.com**  
The source that referred the successful applicant: **LinkedIn**  
Number of Interviewees: **6**  
Sources for Interviewees: **LinkedIn x 2, American University Employee, Indeed x 2, TheLadders.com**
12. Title of Full Time Job Filled: **Producer, 1A (13431)**  
Date Position Filled: **November 7, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, Twitter**  
The source that referred the successful applicant: **American University Announcement**  
Number of Interviewees: **4**  
Sources for Interviewees: **Twitter, American University Announcement x 3**
13. Title of Full Time Job Filled: **Producer, 1A (17164)**  
Date Position Filled: **November 7, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, Twitter**  
The source that referred the successful applicant: **Twitter**  
Number of Interviewees: **4**  
Sources for Interviewees: **Twitter, American University Announcement x 3**

14. Title of Full Time Job Filled: **Mid-Level Gifts Officer (16409)**  
Date Position Filled: **November 14, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, CPB Jobline, Association for Fundraising Professionals, The Chronicle of Philanthropy,**  
The source that referred the successful applicant: **American University Employee**  
Number of Interviewees: **4**  
Sources for Interviewees: **American University Employee x 2, Indeed, American University Announcement**
  
15. Title of Full Time Job Filled: **Editor, Sun-Thurs (17025)**  
Date Position Filled: **December 1, 2022**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, CPB Jobline**  
The source that referred the successful applicant: **American University Employee**  
Number of Interviewees: **3**  
Sources for Interviewees: **American University Employee, American University Announcement x 2**
  
16. Title of Full Time Job Filled: **Assistant Director, Communications and Media Relations (182320)**  
Date Position Filled: **January 9, 2023**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, CPB Job Board, External Recruiter (Kate McGaughey, Hermitage Consulting Associates, Ltd)**  
The source that referred the successful applicant: **American University Announcement**  
Number of Interviewees: **2**  
Sources for Interviewees: **American University Announcement, LinkedIn**
  
17. Title of Full Time Job Filled: **Chief Operating Officer (18298)**  
Date Position Filled: **January 9, 2023**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, CPB Jobline, LinkedIn**  
The source that referred the successful applicant: **LinkedIn**  
Number of Interviewees: **8**  
Sources for Interviewees: **LinkedIn x 2, American University Employee, American University Announcement, Indeed x 2, HigherEd jobs x 2.**
  
18. Title of Full Time Job Filled: **Operations Manager (15810)**  
Date Position Filled: **January 9, 2023**  
Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa,**

**SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus  
Findjobs.direct, CPB Jobline**

The source that referred the successful applicant: **American University Announcement**

Number of Interviewees: **2**

Sources for Interviewees: **American University Announcement, Indeed**

19. Title of Full Time Job Filled: **Audience Producer (16058)**

Date Position Filled: **February 1, 2023**

Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, CPB Jobline**

The source that referred the successful applicant: **Other**

Number of Interviewees: **6**

Sources for Interviewees: **American University Employee, Twitter, American University Announcement x 3, WAMU Website**

20. Title of Full Time Job Filled: **Reporter, Housing and Development (17265)**

Date Position Filled: **February 22, 2023**

Recruitment Sources Used: **The Chronicle of Higher Education, DC Networks, Higher Ed Jobs, Indeed, Jobs2Careers, CareerJet, JobCase, Mitula, ZipRecruiter, Lensa, SimplyHired, ScholarshipBd.net, JobsOnline, JobisJob, Career Cactus Findjobs.direct, CPB Jobline,**

The source that referred the successful applicant: **American University Employee**

Number of Interviewees: **2**

Sources for Interviewees: **American University Employee, American University Announcement**

21. Title of Full Time Job Filled: **Senior Managing Producer, 1A**

Date Position Filled: **April 24, 2023**

Recruitment Sources Used: **Internal Job Posting**

The source that referred the successful applicant: **American University Employee**

Number of Interviewees: **2**

Sources for Interviewees: **American University Announcement, American University Employee**

Contact Person/Title	Source	Address	Telephone	Website	Total Number of Interviewees
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Online Source	American University Jobs Website	4400 Massachusetts Avenue NW Washington, DC 20016	202-885-2591	<a href="http://www.jobs.american.edu">www.jobs.american.edu</a>	34
Online Source	DC Networks	4058 Minnesota Avenue NE Washington, DC 20019	202-724-7000	<a href="http://www.dcnetworks.org">www.dcnetworks.org</a>	
Online Source	HigherEdJobs	1010 Lake Street, Suite 611, Oak Park, IL 60301	708-848-4351	<a href="http://www.higheredjobs.com">www.higheredjobs.com</a>	2
Online Source	Indeed	177 Broad Street, 6th Floor Stamford, CT 06901	203-653-5220	<a href="http://www.indeed.com">www.indeed.com</a>	8
Online Source	LinkedIn	350 Fifth Avenue New York, NY 10118	212-592-0256	<a href="http://www.linkedin.com">www.linkedin.com</a>	6
Online Source	CareerJet	NA	NA	<a href="https://www.careerjet.com">https://www.careerjet.com</a>	
Online Source	Chronicle of Higher Education	1255 23rd Street NW Washington, DC 20037	202-466-1000	<a href="https://www.chronicle.com/">https://www.chronicle.com/</a>	1
Online Source	Current	4400 Massachusetts NW, Washington, DC 20016	860-437-5700	<a href="https://jobs.current.org/">https://jobs.current.org/</a>	1
Online Source	SHRM	1800 Duke St, Alexandria, VA 22314	800-283-7476	<a href="https://www.shrm.org/">https://www.shrm.org/</a>	
Online Source	CUPA-DC	NA	NA	<a href="https://chapters.cupahr.org/dcmetro/">https://chapters.cupahr.org/dcmetro/</a>	
Online Source	HERS	NA	NA	<a href="https://www.hersnetwork.org/">https://www.hersnetwork.org/</a>	
Online Source	Mitula	NA	NA	<a href="https://jobs.mitula.com">https://jobs.mitula.com</a>	
Online Source	JobsJob	NA	NA	<a href="https://www.jobisjob.com">https://www.jobisjob.com</a>	

Online Source	Traffic Directors Guild of America	NA	NA	<a href="https://tdga.org/">https://tdga.org/</a>	
Online Source	Maryland DC Delaware Broadcasters Association	NA	888-366-6323	<a href="http://www.mdcd.com/aws/MDCD/pt/sp/home_page">http://www.mdcd.com/aws/MDCD/pt/sp/home_page</a>	
Online Source	BlackJobs.com	Diversity City Media, Inc./ BlackJobs.com 440 W San Ysidro Blvd Suite 430968 San Ysidro, CA 92143	(614) 595-6063	<a href="https://www.blackjobs.com/">https://www.blackjobs.com/</a>	
Online Source	Online News Association	1111 North Capitol Street NE, Second Floor, Washington, DC 20002	NA	<a href="https://journalists.org/">https://journalists.org/</a>	
Online Source	NABJ	1100 Knight Hall, Suite 3101, College Park, Maryland 20742	(301) 405-0248	<a href="https://nabjonline.org/">https://nabjonline.org/</a>	
Online Source	NAHJ	NA	NA	<a href="https://nahj.org/">https://nahj.org/</a>	
Online Source	AAJA	NA	(202) 729-8383	<a href="https://www.aaja.org/">https://www.aaja.org/</a>	
Online Source	NAJA	NA	NA	<a href="https://najanewsroom.com/">https://najanewsroom.com/</a>	
Online Source	PMJA	NA	NA	<a href="http://www.pmja.org">www.pmja.org</a>	
Online Source	AIR	NA	NA	<a href="https://airmedia.org/">https://airmedia.org/</a>	

Online Source	CPB Job Line	Corporation for Public Broadcasting, 401 9th Street, NW, Washington, DC 20004	202-879-9600	<a href="https://www.cpb.org/jobline">https://www.cpb.org/jobline</a>	
Online Source	Diversity Jobs	NA	800-984-3775	<a href="https://www.diversityjobs.com/">https://www.diversityjobs.com/</a>	
Online Source	Handshake	NA	NA	<a href="https://joinhandshake.com/">https://joinhandshake.com/</a>	
Online Source	Women in Technology	200 Little Falls Street, Suite 205 Falls Church, VA 22046	703-349-1044	<a href="https://www.womenintechology.org/">https://www.womenintechology.org/</a>	
Online Source	Women Who Code	NA	NA	<a href="https://www.womenwhocode.com/">https://www.womenwhocode.com/</a>	
Online Source	Zip Recruiter	NA	(877) 252-1062	<a href="https://www.ziprecruiter.com">https://www.ziprecruiter.com</a>	
Online Source	Lensa	17 West Gay Street Suite 50, West Chester PA 19380	NA	<a href="https://lensa.com">https://lensa.com</a>	
Online Source	Simply Hired	NA	NA	<a href="https://www.simplyhired.com">https://www.simplyhired.com</a>	
Online Source	scholarshipDB.Net	NA	NA	<a href="https://scholarshipdb.net">https://scholarshipdb.net</a>	
Online Source	Career Cactus	NA	NA	<a href="https://careercactus.com">https://careercactus.com</a>	
Online Source	Findjobs.Direct	NA	NA	<a href="https://findjobs.direct">https://findjobs.direct</a>	



Online Source	Twitter			<a href="http://www.twitter.com">www.twitter.com</a>	4
External Recruiter	Hermitage Consulting Associates, Ltd.	Kathleen McGaughey	<a href="mailto:kmcgaughey@hcaltd.com">kmcgaughey@hcaltd.com</a>		2
Koller Search Partners		405 Lexington Ave, New York, NY 10174		<a href="http://www.kollersearch.com">www.kollersearch.com</a>	7
Online Source	WAMU Website	4401 Connecticut Ave NW, Washington D.C. 20008		<a href="http://www.wamu.org">www.wamu.org</a>	1
Employee Referral					9
Online Source	Theadders.com			<a href="http://www.Theadders.com">www.Theadders.com</a>	1

NOTE: WAMU does not have any entitled sources.

### EEO Supplemental Recruitment Activities

- 1) Hosting at least one job fair.
  - AU Career Center Part-time Employment Fair for Students on September 7, 2022  
This job fair was for AU students to find FWS employment, primarily offered by AU departments.
  
- 2) At least one job fair with business or professional organization whose members include substantial number of women and minorities.
  - WAMU attended the Public Media Career Fair held by the Current on March 29, 2023.
  
- 3) Partnerships with business or professional organizations whose members include substantial number of women, minorities, veterans, and persons with disabilities. This year's external outreach activities to promote available positions, recruit prospective employees, and broaden our employees' understanding of these populations and their unique needs:
  - DC Department on Disability Services
    - American University's Office of Human Resources shares select job

opportunities on an ad hoc basis with the DC Department on Disability Services

- Work Opportunities Unlimited (WOU) – WOU works to produce successful outcomes for those with barriers to employment.
  - American University’s Office of Human Resources shares select job opportunities on an ad hoc basis with WOU
- Department of Labor (DOL) – The DOL has dedicated regional and local veteran coordinators who reach out to veteran jobseekers to promote positions at American University.
  - American University’s Office of Human Resources’ Recruitment Team partnered with the Veterans’ Employment and Training Service (VETS), which prepares America’s veterans, service members and their spouses, for meaningful careers, provides them with employment resources and expertise, and protect their employment rights and their employment opportunities.
    - American University’s Office of Human Resources shares select job opportunities on an ad hoc basis with VETS

4) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level of positions.

American University provides employees (including WAMU) with opportunities to attend relevant training programs and seminars through their respective departments. In addition, staff members of American University receive a comprehensive educational benefit program. Employees can pursue academic learning in their area of interest or career path.

Several Diversity Equity & Inclusion (DEI) trainings and supporting materials are offered by the University to its employees. The available trainings include, but are not limited to, content pertaining to unconscious bias, inclusive hiring, inclusion in the workplace, and building a shared vocabulary for inclusive excellence.

- Inclusive Hiring: Best Practices in Recruitment training - Conducted in live time and is offered monthly as a virtual training.
- Diversity Advocate briefing – Conducted in live time and is offered every 2 months as a virtual training/briefing.
- Inclusive Hiring Best Practices Toolkit – Comprehensive resource to help guide position search and hiring processes.
- Unconscious Bias Training offerings – Several online trainings available (pre-recorded and/or interactive).
- The Office of Human Resources created and made available best practices and resources to support virtual and video interviewing. This includes best practices in navigating candidates’ unique and diverse access to virtual interviewing technology (ex. internet, computer), technological savviness, and background environments (ex. noise, distractions).

5) Listing each upper-level job opening in a job bank or media newsletter that reaches substantial numbers of women and minorities.

Many positions are listed on the following job boards, some of which reach a broad audience and others that emphasize reaching a substantial number of women and minorities:

The Chronicle of Higher Education	DC Networks	Higher Ed Jobs	Indeed
Jobs2Careers	CareerJet	JobCase	Mitula
ZipRecruiter	Lensa	SimplyHired	ScholarshipBd.net
JobsOnline	JobisJob	Career Cactus	Findjobs.direct

Vacancies are advertised, and applications are accepted from any interested person. American University's employment application includes a full non-discrimination statement to further assure applicants of the university's policy of equal employment. The University makes referrals of employment opportunities to the D.C. Department of Employment Services, as well as other recruiting sources.

6) Training management personnel in methods to ensure equal employment opportunities and prevent discrimination.

American University is firmly committed to the principle of equal employment opportunity. The university recognizes that the implementation of such a policy requires constant effort and supervision. To ensure equal employment opportunity and prevent discrimination, managers are trained in several areas of EEO. Managers receive training on a range of issues such as federal and state employment laws, legal and illegal interview questions, and preventing discrimination in the workplace. In addition, all staff and managers attend Workplace Harassment Prevention Training to create an environment free of harassment and discrimination.

The University has made efforts to identify sources to actively increase the diversity of its workforce and ensure equal employment opportunities in the workplace. Examples include:

1. Minority and female, as well as male employees, are actively encouraged to refer applicants to our organization.

4. Private organizations and referral agencies including those specific to veterans/military and persons with disabilities are used as recruitment sources.

5. The University advertises with the D.C. Department of Employment Services for qualified applicants.

6. Minority and/or women employees routinely serve as members on the screening teams for applicant search.

8. American University provides an orientation program for all new employees to inform them of the equal employment opportunity policies, promotional opportunities, and ways to alleviate any problems that might arise.

All personnel taking part in the selection process can receive ongoing EEO training. See information above regarding training offerings.