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October 27, 2022

**VIA E-MAIL & POSTING TO
FCC ONLINE PUBLIC INSPECTION FILE**

Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission

Re: Response to Broadcast EEO Audit Letter
WSMR(FM), Sarasota, FL (FID 64255)

Dear Ms. Goldin:

On behalf of University of South Florida Board of Trustees, licensee of WSMR(FM), Sarasota, FL (FID 64255), as well as commonly owned station WUSF(FM), the undersigned submits this response to your letter of August 19, 2022 concerning compliance with the Commission's Equal Employment Opportunity rules, 47 C.F.R. § 73.2080.¹ Per your request, this submission consists of a sworn statement by Kimberly Hill, Vice President and Chief Marketing Officer, with copies of documentation responsive to your inquiry.

Should any questions arise concerning this submission, kindly contact the undersigned.

Respectfully Submitted,



Kathryne Dickerson

cc: Lynn Kalagian (FCC) (*via email*)

¹ University of South Florida Board of Trustees received an extension of time in which to file its response.

**DECLARATION OF KIMBERLY HILL,
VICE PRESIDENT AND CHIEF MARKETING OFFICER**

I, Kimberly Hill, hereby declare as follows:

1. I am Vice President and Chief Marketing Officer of WSMR(FM), Sarasota, Florida (Fac. ID No. 64255), which, together with WUSF(FM), Tampa, Florida (Fac. ID No. 69122), comprises a station employment unit (the “SEU” or “Unit”). WSMR(FM) and WUSF(FM) are licensed to the University of South Florida Board of Trustees. This Statement and relevant attachments are being submitted in response to the August 19, 2022 letter of Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division of the Commission’s Enforcement Bureau, concerning a random audit of EEO compliance (the “EEO Audit Letter”).
2. This SEU employs five or more full-time employees as the term is defined in the broadcast EEO rule of the Federal Communication Commission (“FCC” or the “Commission”), 47 C.F.R. § 73.2080(e)(1).
3. In response to Question 2(b)(i) of the EEO Audit Letter, the SEU’s two most recent EEO Public File Reports, as described in 47 C.F.R. § 73.2080(c)(6), are appended at Attachment A.
4. In response to Question 2(b)(ii) of the EEO Audit Letter, WSMR(FM)’s web address is: <https://wsmr.org/> and WUSF(FM)’s web address is: <https://wusf.org/>. A link to the stations’ current EEO Public File Report is included on these websites.
5. In response to Question 2(b)(iii), the date of each full-time hire listed in the SEU’s above-referenced EEO Public File Reports, in accordance with 47 C.F.R. § 73.2080(c)(5)(vi), is included in the internal business records appended at Attachment B. Further, the licensee acknowledges that it is required to retain records to document its outreach to the recruitment sources used to fill its full-time positions pursuant to 47 C.F.R. § 73.2080(c)(5)(iii), including the recruitment reflected in the above EEO Public File Reports. However, pursuant to the EEO Audit Letter, only one such job notice per position is included at Attachment B.
6. In response to Question 2(b)(iv) of the EEO Audit Letter, the internal business records appended at Attachment B also provide data concerning (a) the total number of interviewees for each vacancy and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the above EEO Public File Reports.
7. In response to Question 2(b)(v) of the EEO Audit Letter, documentation concerning the Unit’s performance of four points worth of recruitment initiative activity during the period covered by the above EEO Public File Reports and as described in § 73.2080(c)(2) is appended at Attachment C with participating personnel noted therein. This SEU employs a total of 58 full-time employees and is located in a market with a population of more than 250,000. Accordingly, the SEU is required to perform at least four point’s worth of recruitment initiative activity during each two-year period measured from the date the stations in the SEU are required to file license renewal applications.

8. In response to Question 2(b)(vi) of the EEO Audit Letter, the licensee affirms that it is not aware of any complaints alleging unlawful discrimination in the employment practices of the stations in this SEU based on race, color, religion, national origin or sex filed before a body with jurisdiction under federal, state, territorial or local law during the current license term.

9. In response to Question 2(b)(vii) of the EEO Audit Letter, the licensee has disseminated copies of the “EEO Basics Binder,” a comprehensive manual on FCC EEO compliance authored by communications counsel, to personnel at the SEU. The “EEO Basics Binder” includes advice on how stations are to engage in broad recruitment for job vacancies and undertake recruitment initiatives. It also provides sample forms for collecting and maintaining the necessary recruitment records. In addition, the Unit’s compliance efforts include identifying efforts to afford equal employment opportunities to employees through statements in job applications, on SEU websites, and posted in conspicuous areas within the workplace. David M. Yearwood, Jr., Senior Director, oversees EEO compliance for the SEU. In this capacity, Mr. Yearwood’s duties include meeting with hiring managers and advising them on the SEU’s internal diversity goals and FCC EEO obligations. In its recruitment efforts, the SEU strives to achieve, to the extent possible, an applicant pool of diverse individuals that either matches or exceeds the diversity statistics of the stations’ listening area. Mr. Yearwood is assisted by Pamela Hallman, the Unit’s Human Resources Coordinator, and JoAnn Urofsky, Vice President and General Manager. Timothy Smith, Assistant Director, is responsible for maintaining information posted to the stations’ online public inspection files and for ensuring the SEU is in compliance with the Corporation for Public Broadcasting’s transparency requirements. The SEU also works with counsel, including outside communications counsel, to assist with compliance as necessary.

10. In response to Question 2(b)(viii) of the EEO Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of sources on its recruitment list and the outcome of its recruitment initiatives. For each job posting, Ms. Hallman reaches out to the hiring manager to discuss the recruitment sources they feel would be most beneficial to utilize. The SEU regularly searches for new places to advertise open positions in order to reach a diverse pool of applicants.

11. In response to Question 2(b)(ix) of the EEO Audit Letter, this SEU strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. In addition, this SEU endeavors to fulfill the terms of current union agreement(s) with the American Federation of State, County and Municipal Employees (“AFSCME”).

Dated: October 27, 2022

[SIGNATURE PAGE FOLLOWS]

**SIGNATURE PAGE TO DECLARATION OF
KIMBERLY HILL, VICE PRESIDENT AND CHIEF MARKETING OFFICER**

As of the date set forth above, I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge, information and belief.

DocuSigned by:
kim Hill
C3EDC412E961478...

Kimberly Hill

ATTACHMENT A

WUSF(FM) & WSMR(FM)
EEO PUBLIC FILE REPORT
October 1, 2020-September 30, 2021¹

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hires
Producer	2, 4, 8, 10	10
Broadcast Operations Engineer	2-10	10
Fiscal and Business Specialist	2-8	4
Membership & Database Coordinator	2-5, 7, 8, 10	10
Development Specialist	2-8	4
Arts Axis Florida Brand Manager	2-5, 7, 8	4
Media Publishing Specialist	3-8	4

¹ This report was revised in September 2022 to address reporting issues.

**WUSF(FM) & WSMR(FM)
EEO PUBLIC FILE REPORT
October 1, 2020-September 30, 2021**

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	<i>Intentionally Omitted</i>		
2	WUSF websites https://www.wusf.org/ , https://www.wsmr.org/employment-opportunities/ , https://wusfjazz.org/employment-opportunities/	N	1
3	LinkedIn https://www.linkedin.com/	N	1
4	USF Website – Careers Shannon Redden, Sr. HR Specialist USF-SVC2172 813-974-5395 http://www.usf.edu/work-at-usf/index.aspx	N	32
5	Diversityjobs.com https://www.diversityjobs.com/	N	0
6	The Weekly Challenger (<i>African-American/Black-focused print publication</i>) http://theweeklychallenger.com/	N	0
7	La Gaceta (<i>Hispanic focused print publication</i>) http://lagacetanewspaper.com/	N	0
8	Indeed.com (<i>not directly notified by SEU</i>) http://www.indeed.com/	N	4
9	SBE.org https://www.sbe.org/	N	0
10	Word-of-Mouth Referral	N	3
11	Internship Program (<i>as described in Section III</i>)	N	0
12	Career Fairs (<i>as described in Section III</i>)	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			41

WUSF(FM) & WSMR(FM)
EEO PUBLIC FILE REPORT
October 1, 2020-September 30, 2021

III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Host internship programs (3)	During the reporting period our SEU hosted Digital Services internships for USF Department of History and the Journalism & Mass Communication School. In spring 2021 we hosted six interns, in summer 2021 we hosted six interns, and in fall 2021 we hosted four interns. The internships focused on how History and Mass Communication majors can utilize their research and writing skills in professions such as digital marketing, content creator, and brand managers. The interns were supervised by our Intern Coordinator.
2	Participate in scholarship program	In January 2021, our SEU participated in an event for students interested in NPR's Next Generation Radio Program, which provides scholarships and training designed to develop careers in journalism. In addition to hosting an event for the program, our News Director served as a mentor and trainer for the program and helped to recruit young journalists for possible careers in public media.
3	Participate in events/programs for or on behalf of an educational institution related to careers in broadcasting (3)	<p>On December 1 and 2, 2020, our Assistant News Director virtually visited three USF (Tampa) Mass Communications classes and two USF (St Petersburg) Digital Journalism classes to talk about internships.</p> <p>On March 16, 2021 and March 18, 2021, our Assistant News Director virtually visited to a USF (Tampa) Mass Communications class to talk about internships.</p> <p>On September 7 & 8, 2021, our Assistant News Director virtually visited two USF (Tampa) Mass Communications Class to talk about internships.</p>
4	Participate in career fairs (3)	Our SEU participated in the University of South Florida (Tampa) Zimmerman School of Advertising & Mass Communications Virtual Career Fair on March 5, 2021. During the fair

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
		<p>we met with students and answered questions about careers in broadcasting.</p> <p>On July 15-17, 2021, our SEU participated in a virtual career fair at the National Association of Hispanic Journalists annual conference. During the fair we met with students and answered questions about careers in broadcasting.</p> <p>On August 18-21, 2021, our SEU participated in a virtual career fair at the National Association of Black Journalists annual conference. During the fair we met with students and answered questions about careers in broadcasting.</p>
5	Participate in an event/program for or on behalf of an educational institution related to careers in broadcasting	On September 23 and 24, 2021, our SEU participated in the Journalism Advisory Board for the University of Florida College of Journalism and Communications. During the event, our News Director met with several dozen students via panel discussions and one-on-one conversation.

WUSF(FM) & WSMR(FM)
EEO PUBLIC FILE REPORT
October 1, 2019 – September 30, 2020¹

I. VACANCY LIST

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

Job Title	Recruitment Sources (“RS”) Used to Fill Vacancy	RS Referring Hiree
Broadcast Programming Manager	2, 4, 8, 11	4
Development Specialist	4, 6-8, 11	4
Broadcast Production Assistant/Program Asst.	4, 6-9, 11	9
Network Engineer I	3-5, 7-9	9
Media Publishing Specialist	3-8	4
Producer	2-5, 8	4
Digital Services Project Manager	3-8	4
Broadcast Engineer	3, 4, 8, 9	9

¹ This report was revised in September 2022 to address reporting issues.

**WUSF(FM) & WSMR(FM)
EEO PUBLIC FILE REPORT
October 1, 2019 – September 30, 2020**

II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	<i>Intentionally Omitted</i>		
2	WUSF websites https://www.wusf.org/ , https://www.wsmr.org/employment-opportunities/ , https://wusfjazz.org/employment-opportunities/	N	1
3	LinkedIn https://www.linkedin.com/	N	7
4	USF Website – Careers Nadia Harry, HR Coordinator USF-SVC2172 813-974-1225 http://www.usf.edu/work-at-usf/index.aspx	N	32
5	Diversityjobs.com https://www.diversityjobs.com/	N	0
6	The Weekly Challenger (<i>African-American/Black-focused print publication</i>) http://theweeklychallenger.com/	N	0
7	La Gaceta http://lagacetanewspaper.com/	N	0
8	Indeed.com (<i>not directly notified by SEU</i>) http://www.indeed.com/	N	13
9	Word-of-Mouth Referral	N	6
10	Internship Program (<i>as described in Section III</i>)	N	0
11	Career Day/Job Fair (<i>as described in Section III</i>)	N	0
TOTAL INTERVIEWEES OVER REPORTING PERIOD			68

WUSF(FM) & WSMR(FM)
EEO PUBLIC FILE REPORT
October 1, 2019 – September 30, 2020

III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
1	Participate in career day	On October 16, 2019, our Asst. News Dir. / Intern Coordinator attended the University of Florida College of Journalism Communications Career Day. Our stations hosted a booth that student attendees visited to discuss internship and job opportunities at WUSF. We also talked to students about their resumes, classes they were taking, and their career goals.
2	Participate in events/programs for or on behalf of an educational institution related to careers in broadcasting (2)	On October 2-4, 2019 and February 24-26, 2020, our News Director spoke to students at the University of Florida College of Journalism and Communications. She shared her experience in three separate classes and provided one-on-one resume reviews for approximately a dozen students. She also visited the radio station where students work. In February, she was interviewed by two students for a podcast they were producing.

<p>3 Host internship programs (2)</p>	<p>WUSF conducted internship programs for University of South Florida students during the following semesters: spring 2020 and fall 2020. We hosted seven interns and a graduate student editor in the spring and four interns in the fall. The interns focused on radio news, digital news writing, photojournalism, and/or social media. Duties included: reporting, writing and producing stories for online platforms and radio broadcast. The interns pitch stories, do research, conduct interviews, write radio and web stories, and in some cases, record daily or long-form radio reports. In addition, some interns work on visual news projects (photos/videos) and social media (live Tweeting/Facebook and Instagram videos). The interns were supervised by our Intern Coordinator.</p>
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ATTACHMENT B

**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Producer	Date Filled: 11/09/2020
Recruitment Source (“RS”) Referring Hiree: Word-of-Mouth (RS #10)	Total Number of Interviewees: 3

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
2	WUSF Websites	N	1
4	USF Website - Careers	N	1
8	Indeed.com <i>(not directly notified by SEU)</i>	N	0
10	Word-of-Mouth	N	1
TOTAL INTERVIEWEES			3

Job Description

USF Website - Careers

Job Title	Producer
Job ID	25765
Location	Tampa, FL
Full/Part Time	Full-Time
Regular/Temporary	Regular

[Return to Previous Page](#)

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Position Details

Dept Number/Name: 0-0662-000 / WUSF-FM

College Division: UCM-Broadcasting

Salary Plan: Administrative

Job Code/Title: 4428 / Producer

Hiring Salary/Salary Range: \$41,000.00-\$48,500.00/year

Position Number: 00023314

ORGANIZATIONAL SUMMARY:

WUSF Public Media is a comprehensive media organization that provides public radio and public service content to audiences on broadcast and digital platforms including websites and social media. WUSF Public Media operates WUSF 89.7, WSMR 89.1 and 103.9. There are 75 employees and the annual budget is \$11.5 million. WUSF Public Media is a department of the University of South Florida and provides internships to students. WUSF Public Media's main studios are on the USF Tampa campus, with a broadcast and music performance studio on the USFSM campus and an office and news production studio on the USFSP campus.

POSITION SUMMARY:

The Radio Producer will manage the coverage of WUSF's signature public affairs program, Florida Matters, as a producer, scheduler, writer and editor. The Radio Producer will also lead audience engagement and social media efforts for the show and newsroom.

RESPONSIBILITIES:

Serve as Florida Matters Producer.

Plan and lead development of program topics with host, News Director, Assistant Program Director, and other newsroom staff.

Schedule guests for each program and coordinate all logistics for taping.

Assist host with researching topics and write scripts.

Community Engagement Producer.

Schedule and execute engagement events (virtual, in-person or via social media platforms) connecting WUSF journalists with community.

Help identify participants for each event with WUSF journalists and coordinate all logistics

Contribute to WUSF's on-going daily newsroom operation as assigned; assist during on-air fundraising campaigns; and attend outside station activities as required. Other duties as needed.

POSITION QUALIFICATIONS:

MINIMUM:

This position requires a Bachelor's degree in Journalism, Communications or related field and two years of directly related experience; or a Master's degree in the fields listed above. Four years of vocational/technical training and experience may substitute for the Bachelor's degree requirement.

PREFERRED:

Radio experience is preferred.

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 25765

Posting Date: 08/26/20

Posting End Date: 09/02/20

Click on the **Apply Now** button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. **YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT.** Only online applications are accepted for this position.

Click [here](#) for additional tutorial information.

Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

The University of South Florida does not discriminate on the basis of sex and prohibits sexual harassment. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. Reports may be made at any time either online or directly to the University's Title IX Coordinator.

Work Location

Campus map and location overview: [USF - Tampa Campus](#)

About USF

The University of South Florida is a high-impact global research university dedicated to student success. Over the past 10 years, no other public university in the country has risen faster in U.S. News and World Report's national university rankings than USF. Serving more than 50,000 students on campuses in Tampa, St. Petersburg and Sarasota-Manatee, USF is designated as a Preeminent

State Research University by the Florida Board of Governors, placing it in the most elite category among the state's 12 public universities. USF is a member of the American Athletic Conference.

Working at USF

With more than 16,000 employees at USF, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: [Work Here](#). [Learn Here](#). [Grow Here](#).

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**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Broadcast Operations Engineer	Date Filled: 06/07/2021
Recruitment Source (“RS”) Referring Hiree: Word-of-Mouth (RS #10)	Total Number of Interviewees: 3

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
2	WUSF Websites	N	0
3	LinkedIn	N	0
4	USF Website – Careers	N	0
5	Diversityjobs.com	N	0
6	The Weekly Challenger	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	2
9	SBE.org	N	0
10	Word-of-Mouth	N	1
TOTAL INTERVIEWEES			3



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Broadcast Operations Engineer

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Organizational Summary:

WUSF Public Media is a comprehensive media organization that provides public radio and public service content to audiences on broadcast and digital platforms including websites and social media. WUSF Public Media operates WUSF 89.7, WSMR 89.1 and 103.9. There are 75 employees and the annual budget is \$11.5 million. WUSF Public Media is a department of the University of South Florida and provides internships to students. WUSF Public Media's main studios are on the USF Tampa campus, with a broadcast and music performance studio on the USFSM campus and an office and news production studio on the USFSP campus.

HEALTH NEWS
FLORIDA

FLORIDA
MATTERS

UNIVERSITY BEAT

FOLLOW US



Position Summary:

This position exists to keep the station on the air and functioning properly. It supports all the technology including computer playout systems, the broadcast transmitters and program delivery infrastructure such as studio-transmitter links, satellite delivery systems and digital streams. The position also maintains and repairs the technical equipment in the broadcast and production studios including broadcast and production consoles and microphones.

Responsibilities:

Oversee all equipment as it relates to the radio broadcasting system. Analyze, troubleshoot and solve technical problems. Maintain and repair towers, transmission equipment and facilities, studio operations and Core Engineering and Operations for WUSF FM and WSMR FM. Identify and resolve issues independently. Maintain and troubleshoot issues on broadcast specific software and operational services for News and Programming.

Work with the Operations Manager to ensure that the automated processes at the studios are operating properly. This includes nights and weekends.

Assist staff in resolving issues with news gathering equipment, remote recording equipment, and IT related issues.

Assist in coverage of breaking news events and special programming. Other duties as assigned.

Minimum Qualifications:

This position requires a bachelor's degree with 5 years of broadcast technical experience; or 7 years of broadcast technical experience and acceptable formal technical training evidenced by certifications, to include but not limited to: Radio Frequency Certification (RF), Certified Broadcast Engineer (SBE), Certified Electronics Technician, FCC First Class license.

Preferred Qualifications:

The ideal candidate has a Bachelors Degree with 10 years of experience working in the field of Broadcast Engineering.

Special Skills/Training:

Broadcasting and Automation software
Satellite earth station maintenance and repair
Understanding of IT networking and computer systems
Knowledge and experience working with high power broadcast transmitters and antenna systems
Ability to troubleshoot electronic circuits and systems

This position is subject to a Level 1 criminal background check.

Department: 0-0662-000 / WUSF Public Media

Hours: Full-Time

Salary Range: \$52,000 – \$64,000

Deadline Date: 3/31/21

APPLY NOW

About USF:

The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. The institutions are separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All institutions have distinct missions and their own detailed strategic plans. Serving over 48,000 students, the USF System has an annual budget of \$1.6 billion and an annual economic impact of \$4.4 billion. USF is a member of the American Athletic Conference.

Working at USF:

With more than 16,000 employees at USF, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more. To learn more about working at USF please visit: [Work Here. Learn Here. Grow Here.](#)

Work Location:

Campus map and location overview: [USF – Tampa Campus](#)

Equal Employment Opportunity:

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

The University of South Florida does not discriminate on the basis of sex and prohibits sexual harassment. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. Reports may be made at any time either online or directly to the University's Title IX Coordinator.

How To Apply:

Click on the Apply Now button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position. Click [here](#) for additional tutorial information.

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2020 EEO REPORT

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**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Fiscal and Business Specialist	Date Filled: 07/23/2021
Recruitment Source (“RS”) Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 3

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
2	WUSF Websites	N	0
3	LinkedIn	N	0
4	USF Website – Careers	N	3
5	Diversityjobs.com	N	0
6	The Weekly Challenger	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	0
TOTAL INTERVIEWEES			3



BIG DREAMS. BOLD FUTURE.

FISCAL & BUSINESS SPECIALIST

Department Name/Number: 0-0660-000/Public Broadcasting

College/Division: UCM-Broadcasting

Salary Plan: Staff

Hiring Salary/Salary Range: \$33,000 - \$41,000

Organizational Summary:

WUSF Public Media is a comprehensive public media organization that operates an NPR news and jazz radio station and an all-classical music radio station, and provides digital content online, through newsletters, podcasts and social media and serves a weekly audience of greater than 350,000. It is a department of the University of South Florida, with 70 employees and a budget of \$11 million and provides internships to students. WUSF Public Media's main studios are on the USF Tampa campus, with a broadcast and music performance studio on the USFSM campus and an office and news production studio on the USFSP campus.

Position Summary:

The Fiscal & Business Specialist position will perform fiscal and budget support work to assist with the administration of financial and business transactions. This position will perform business process transactions, budget monitoring, and account reconciliation tasks. Reconcile WUSF Public Media's and UCM's ledgers with University and Foundation ledgers by matching data and reviewing backup documentation for each transaction listed. Monitor all grants and awards to ensure regulatory and statutory compliance and proper fulfillment of the grantor's directives as well as WUSF's commitments as specified in the agreement.

Responsibilities:

- Monthly reconciliation of WUSF's Public Media's ledgers and UCM's financial entries with the University and Foundation ledgers.
- Coordination and project management of grants awarded to WUSF.
- Runs routine reports and queries related to the budget and expenditures (actual vs. budget).
- Initiates and prepares non-payroll expenditure transfers, payroll expenditure transfers and budget transfers.
- Prepares and monitors the monthly billing and invoicing process for all services rendered in a department, center, or auxiliary function.
- Performs other duties as assigned.

Minimum Qualifications: This position requires a High School diploma or equivalent with three years of work experience in positions with fiscal support duties. College or other relevant post-secondary coursework may substitute for the experience requirement on a year for year basis.

SPECIAL SKILLS: Communication, Problem Solving, Time Management, Collaboration, Adaptability, Organization, and Strong Work Ethic. Knowledge of Excel.

How to Claim Veteran's Preference: This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Florida Statute 295.

For information on obtaining a DD 214 visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 26904

Location: Tampa, Florida

Posting Date: 04/07/2021

Posting End Date: 04/21/2021

For full description and to apply, please go to **Access Careers@USF** at <https://www.usf.edu/work-at-usf/careers/> and enter **26904** under Search Jobs.



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The Weekly Challenger

Size: 1/4 page (4.925" x 10")

Issue: 4/15/21

Due: 4/12/21

Cost: \$635.31

**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Membership & Database Coordinator	Date Filled: 05/28/2021
Recruitment Source (“RS”) Referring Hiree: Word-of-Mouth (RS #10)	Total Number of Interviewees: 6


RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
2	WUSF Websites	N	0
3	LinkedIn	N	0
4	USF Website - Careers	N	5
5	Diversityjobs.com	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	0
10	Word-of-Mouth	N	1
TOTAL INTERVIEWEES			6



- Top Employers (<https://www.diversityjobs.com/top-employers/>)
- Job Fairs (<https://www.diversityjobs.com/job-fairs/>)
- Articles (<https://www.diversityjobs.com/home/>)
- Employers / Post Jobs (<https://www.diversityjobs.com/ads-home/>)
- Upload Resume (/home?resume_upload=1)

Membership & Database Coordinator more... ▼

Location: Tampa, FL

Company: University of South Florida  (/js/find-university-of-south-florida-jobs-in-usa/company:university-of-south-florida)

First posted: April 19, 2021

x

Membership & Database Coordinator

Job ID: 26965

Location: Tampa, Florida

Dept Number /Name: 0-0662-000 / WUSF-FM

College/Division: UCM-Broadcasting

Salary Plan: Staff

Hiring Salary/Salary Range: \$39,500.00-\$54,000.00

Organizational Summary: WUSF Public Media is a comprehensive public media organization that operates an NPR news and jazz radio station and an all-classical music radio station, and provides digital content online, through newsletters, podcasts and social media and serves a weekly audience of greater than 350,000. It is a department of the University of South Florida, with 70 employees and a budget of \$11 million and provides internships to students. WUSF Public Media's main studios are on the USF Tampa campus, with a broadcast and music performance studio on the USFSM campus and an office and news production studio on the USFSP campus.

Position Summary: The Membership Team at WUSF Public Media provides the human connection between the station and its audience. The Membership & Database Coordinator will provide data management and process expertise that will enable WUSF to provide high levels of customer service and fundraising success. Evolving data needs and the continued growth of the fundraising program requires WUSF to add resources to our team, and this position is essential to the continued success of our membership processes and gift processing for WUSF 89.7, Classical WSMR and other WUSF Public Media initiatives.

RESPONSIBILITIES:

- Enter gift transactions and update member accounts in Allegiance database

- Verify and upload Daily/Weekly Web Transactions
- Facilitate monthly credit card and EFT transaction processing
- Maintain level of accuracy and velocity that provides timely updates of information without loss in data quality
- Create and test for batch updating records, and run queries and automation on a daily, weekly, and monthly basis
- Establish document processes, cross-train colleagues as back-ups, and provide a membership operational backstop when required
- Configure, maintain, and run automation systems for inserting and updating records, including creating data schema templates, mapping lookups, and using logical expressions
- Perform scheduled reviews of records and update to reflect new information about status (for example, NCOA address changes from the post office)
- Run and maintain workflows for syncing data between multiple member and communication systems
- Create import and export queries in Allegiance
- Provide oversight and guidance on regular membership processes such as daily updates, weekly and monthly processing, and queries for various fundraising campaigns
- Create and run reports on fundraising progress
- Make ongoing process update recommendations to membership director and station leadership to take advantage of technological innovation and efficiency opportunities
- Performs other duties as assigned

Minimum Qualifications: This position requires a high school diploma or equivalent, with six years of experience in related positions. Appropriate college coursework or vocational/technical training may be substituted at an equivalent rate for the required experience.

Preferred Qualifications: The person in this position must have database entry and maintenance experience, be capable of working effectively in Allegiance, with a strong understanding of member database structures, and the ability to problem solve. The person in this position must have an innate ability to be a life-long learner, be collaborative, and be extremely detail-oriented.

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 26965

Posting Date: 04/14/2021

Posting End Date: 04/28/2021

How to Claim Veteran's Preference:

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Florida Statute 295.

Applicants claiming preference are responsible for providing required documentation AT THE TIME OF SUBMITTING APPLICATION; such documentation is required for eligibility determination.

Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. If you are submitting a DD 214, please ensure the social security number and date of birth is redacted/removed.

For information on obtaining a DD 214 visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

How To Apply

Click on the Apply Now button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position.

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Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

The University of South Florida does not discriminate on the basis of sex and prohibits sexual harassment. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. Reports may be made at any time either online or directly to the University's Title IX Coordinator.

Work Location

Campus map and location overview: USF - Tampa Campus

About USF

The University of South Florida is a high-impact global research university dedicated to student success. Over the past 10 years, no other public university in the country has risen faster in U.S. News and World Report's national university rankings than USF. Serving more than 50,000 students on campuses in Tampa, St. Petersburg and Sarasota-Manatee, USF is designated as a Preeminent State Research University by the Florida Board of Governors, placing it in the most elite category among the state's 12 public universities. USF is a member of the American Athletic Conference.

Working at USF

With more than 16,000 employees at USF, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

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Type: Full-time.

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**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Development Specialist	Date Filled: 09/10/2021
Recruitment Source (“RS”) Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 5

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
2	WUSF Websites	N	0
3	LinkedIn	N	0
4	USF Website - Careers	N	5
5	Diversityjobs.com	N	0
6	The Weekly Challenger	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	0
TOTAL INTERVIEWEES			5



BIG DREAMS. BOLD FUTURE.

DEVELOPMENT SPECIALIST (3)

Department Name/Number: 0-0662-000 / WUSF-FM

College/Division: UCM-Broadcasting

Salary Plan: Staff

Hiring Salary/Salary Range: \$31,500 - \$37,500 / annually

Organizational Summary: WUSF Public Media is a comprehensive public media organization that operates an NPR news and jazz radio station and an all-classical music radio station, and provides digital content online, through newsletters, podcasts and social media and serves a weekly audience of greater than 350,000. It is a department of the University of South Florida, with 70 employees and a budget of \$11 million and provides internships to students. WUSF Public Media's main studios are on the USF Tampa campus, with a broadcast and music performance studio on the USFSM campus and an office and news production studio on the USFSP campus.

Responsibilities: Performs specific operational duties following a calendar schedule. Duties include running thank you letters, membership renewals, monthly reminders, the morning update process, membership statistical reports, National Change of Address Reports and updates, monthly database backup; and projects such as tax receipts campaign and time lines for membership campaigns.

Will be cross-trained on all Membership activities which will include batching and entering all donor contributions, including vehicle donations and matching gifts, processing invoices, morning Allegiance updates and coordinating thank you items (premiums) for donors. Monthly credit card and EFT decline letters, Sustainer anniversary letters, and processing Sustainer upgrade gifts. Also, includes transmittal verification and daily interaction with members by telephone and e-mail.

Donor relations-interaction with members via email, phone and in person; Also, includes daily correspondence via U.S. Mail.

Pledge Drives: Physical set up for the Radio pledge drives. Cover shifts during the pledge drives. Coordinates with other station personnel where applicable. Performs other duties as assigned.

Minimum Qualifications: This position requires a High School diploma or equivalent and four years of clerical experience, at least one of which must be directly related to development or community relations. College coursework may substitute for the required experience on a year for year basis.

Preferred Qualifications: Bachelor's Degree preferred. Three years in customer service, as well as database software and office applications. Knowledge of data segmentation process a plus. Additional experience working with confidential information. Proficient in word processing, Adobe and Allegiance database management (or equivalent software) -- web module, a plus.

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 27482 **Location:** Tampa, Florida

Posting Date: 06/14/2021 **Posting End Date:** 06/28/2021

For full description and to apply, please go to **Access Careers@USF** at <https://www.usf.edu/work-at-usf/careers/> and enter **27482** under Search Jobs.



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La Gaceta

Size: 2(3.75) x 9"

Issue: June 18, 2021

Due: June 15, 2021

Cost: \$198.00

**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Arts Axis Florida Brand Manager	Date Filled: 09/10/2021
Recruitment Source (“RS”) Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 4

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
2	WUSF Websites	N	0
3	LinkedIn	N	0
4	USF Website - Careers	N	4
5	Diversityjobs.com	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	0
TOTAL INTERVIEWEES			4



Brand Manager in Tampa, FL



Arts Axis Florida Brand Manager
University of South Florida · Tampa, FL

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Arts Axis Florida Brand Manager

University of South Florida · Tampa, FL

2 days ago · Be among the first 25 applicants



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Arts Axis Florida Brand Manager

Dept Number/Name: 0-0662-000 / WUSF-FM

College Division: UCM-Broadcasting

Salary Plan: Administrative

Job Code/Title: 9601 / Comm. & Mktg. Officer

Hiring Salary/Salary Range: \$44,000 - \$54,000

Position Number: 00045309

ORGANIZATIONAL SUMMARY:

WUSF Public Media is a comprehensive public media organization that operates an NPR news and jazz radio station and an all-classical music radio station, and provides digital content online, through newsletters, podcasts and social media and serves a weekly audience of greater than 350,000. It is a department of the University of South Florida, with 70 employees and a budget of \$11 million and provides internships to students. WUSF Public Media's main studios are on the USF Tampa campus, with a broadcast and music performance studio on the USFSM campus and an office and news production studio on the USFSP campus.

POSITION SUMMARY:

The Arts Axis Florida Brand Manager oversees projects of all levels of complexity originating within WUSF Public Media and as collaborations with entities outside the organization. This position is



Brand Manager in Tampa, FL

**Arts Axis Florida Brand Manager**
University of South Florida · Tampa, FL[Apply on company website](#)**RESPONSIBILITIES:**

Develop and manage relationships between WUSF Public Media and arts organizations, community partners and sponsorship partners in order to increase the growth of Arts Axis Florida in the WUSF Public Media broadcast coverage area and beyond. Ensure organizations are fulfilling their requirements for participation on Arts Axis Florida by contacting them for new information about their organizations, by providing marketing and branding content and by creating exclusive content viewing opportunities for the Arts Axis Florida users.

Create content for the promotion of Arts Axis Florida and for use by the participating organizations. This includes graphics, video, audio, copy and long form blogs when necessary. Will also be responsible for the production of the Arts Axis Florida podcast, newsletter and the content within.

Perform regular updates to website, add new organizations, new content, edit design when needed and assist with technical issues.

Use long-range planning skills and coordinate with WUSF internal activities calendar to organize the content production schedule on a rolling 30/60/90 day calendar. Coordinate with other WUSF team members and departments and external partners on executing content production, scheduling interviews and exclusive content.

Provide monthly analytics for website use, podcast downloads, social media and all other marketing efforts. Provide the sales department with monthly impressions. Use analytics to determine areas of special effort.

Performs other duties as assigned.



Brand Manager in Tampa, FL



Arts Axis Florida Brand Manager
University of South Florida · Tampa, FL

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PREFERRED QUALIFICATIONS:

Minimum of 2 years of project management experience, digital marketing experience, copywriter/editor, podcast production.

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 27557

Posting Date: 06/23/21

Posting End Date: 07/06/21

How to Apply

Click on the **Apply Now** button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position.

Click here for additional tutorial information.



Brand Manager in Tampa, FL



Arts Axis Florida Brand Manager
University of South Florida · Tampa, FL

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harassment. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. Reports may be made at any time either online or directly to the University's Title IX Coordinator.

Work Location

Campus map and location overview: [USF - Tampa Campus](#)

About USF

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Working at USF

With more than 16,000 employees at USF, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

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Seniority level
Mid-Senior level

Employment type
Full-time



Brand Manager in Tampa, FL



Arts Axis Florida Brand Manager
University of South Florida · Tampa, FL

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**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Media Publishing Specialist	Date Filled: 03/02/2020
Recruitment Source (“RS”) Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 17

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
3	LinkedIn	N	1
4	USF Website - Careers	N	14
5	Diversityjobs.com	N	0
6	The Weekly Challenger	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	2
TOTAL INTERVIEWEES			17



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MEDIA PUBLISHING SPECIALIST

Dept. Number/Name: 0-0662-000/WUSF-FM
College Division: UCM-Broadcasting
Salary Plan: Staff
Job Code/Title: 2206/Media Publishing Specialist
Hiring Salary/Salary Range: \$33,000-\$37,500/year
Position Numbers: 00020938

La Gaceta
Size: 2(3.75) x 10
Issue: 12/13
Due: 10/10 @ 12 pm
Cost: \$220.00

POSITION SUMMARY

This position is responsible for the content management and updating of WUSF Public Media's Website. It requires writing and editing content. This position will assist the Webmaster with the creation of graphics and management of the site. This position will be responsible for coordinating non-news social media marketing and promotional efforts for WUSF and Digital Services. This position will also assist the Manager of Digital Services in the development of new ideas and technical solutions that will increase the traffic to WUSF's Websites and social media channels and also support the University's goals for student success.

RESPONSIBILITIES

- Assist the Digital Services (DS) Department in receiving, editing, maintaining and updating the data on the WUSF Public Media Websites to ensure that information is accurate and up to date from all sources
- Assist the DS Department by constructing the weekly newsletter to include creating original content, editing content and making recommendations on the final composition
- Assist the DS Department with creative interpretation for graphic design and graphic elements of digital media for the newsletter layout and content
- Ensure that all data required by regulatory agencies are posted and removed on time
- Assist the DS Department in posting materials to multiple platforms of Social Media sites to include updating the layout and imagery required for WUSF's social media sites
- Other duties as assigned

MINIMUM QUALIFICATIONS:

This position requires a High School diploma or equivalent, with at least four years of experience in an office or administrative support position requiring use of desktop publishing applications. Appropriate additional education may be substituted for this experience requirement.

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 23963

Posting Date: 12/09/19

Posting End Date: 01/08/20

Location: Tampa, Florida

How to Claim Veteran's Preference:

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Florida Statute 295.

Applicants claiming preference are responsible for providing required documentation **AT THE TIME OF SUBMITTING APPLICATION**; such documentation is required for eligibility determination.

Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. If you are submitting a DD 214, please ensure the social security number and date of birth is redacted/removed.

For information on obtaining a DD214 visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

For full description and to apply, please go to Careers@USF (Job ID: 23963) at <https://www.usf.edu/work-at-usf/careers/>



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**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Broadcast Programming Manager	Date Filled: 01/02/2020
Recruitment Source (“RS”) Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 3

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
2	WUSF website	N	1
4	USF Website – Careers	N	1
8	Indeed.com <i>(not directly notified by SEU)</i>	N	1
11	Career Day/Job Fair <i>(as described in Section III)</i>	N	0
TOTAL INTERVIEWEES			3

Job Description

USF Website - Careers

Job Title Broadcast Programming Manager**Job ID** 20281**Location** Tampa, FL**Full/Part Time** Full-Time**Regular/Temporary** Regular

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Position Details

WUSF Public Media is hiring an Assistant Program Director; someone who loves public radio and has a keen ear and a sharp eye for detail. This programming manager will oversee a team of creative and talented announcers, producers and content creators, committed to their craft, and to making great radio. We're looking for someone with previous public radio programming experience. Your understanding of formatics, membership campaigns, research analysis, and broadcast operations combined with your management skills are key to motivating this creative staff to serving our audience – on-air and on-line.

The University of South Florida offers a competitive salary commensurate with experience and excellent benefits including health insurance. We want somebody who is fun to work with and makes us better at what we do. Come join us.

Department Name/Number: WUSF Public Media/0-0662-000**College/Division:** UCM/WUSF Public Media**Salary Plan:** Administration**Salary Range:** \$62,000 - \$68,500**Position Number:** 00028666

Organizational Summary:

WUSF Public Media is a division of the University Communications and Marketing department consisting of three strategic business units; WUSF 89.7, WSMR and IntellisMedia. WUSF Public Media serves the University by providing the community with news, information and entertainment programming that informs and enriches their daily lives and is engaged in educational work in the community. WUSF Public Media provides students with learning and personal growth opportunities through formal classes and internships and informal hands-on experiences.

Primary collaborator with other WUSF and USF staff in planning events and activities including internal and external meetings. Coordinates events with donors, university and community leaders and other people integral to the success of WUSF Public Media.

Position Summary:

This position will be responsible for the day-to-day programming department operational and implementation details associated with content distributed on-air and on-line for WUSF 89.7 and WSMR 89.1 and 103.9. This includes direct supervision of the non-news programming staff for WUSF and WSMR. This position will work closely with the Program Director to manage all programming staff on and off the air, the staff schedules, and all personnel who provide local content. Position includes the writing, editing and scheduling of promos for programming, events, station activities, sales and marketing messages, development and fundraising spots, and programs – as assigned. This position's responsibilities will include staffing, employment actions, scheduling and training within the programming department. The position will be responsible for pledge drive

scheduling, assistance with research analysis and will coordinate with engineering and operations staff on behalf of the programming department.

In the absence of the Program Director, this position will have supervisory responsibility for the entire programming department. This position will assist the Program Director in administrative and operational matters allowing said manager more time to devote to strategic initiatives, the on-air sound, talent development and audience growth.

Duties and Responsibilities:

- Daily management and on-going implementation of WUSF 89.7 and WSMR 89.1 and 103.9 program content, with a focus on quality and efficiency. Position is a direct contact for listeners and network as needed
- Gather, analyze and use research data to help improve ongoing quality of on-air programming and increase audience. Research should also inform recommendations to include programming expansion, contraction, and new platforms.
- Communicate with WUSF and WSMR audience as needed; communicate with network and program producers and distributors as needed; communicate within the organization with clarity and efficiency.
- Scheduling and overall operational management of radio pledge drives.
- Focal point for multimedia across the various WUSF Public Media platforms.
- Assistance with coordination of community engagement activities.
- Other duties as assigned to assist with the mission and vision of WUSF Public Media.

Minimum Qualifications:

This position requires a Bachelor's degree in Communications, Public Administration, Management or a technical program directly related to Public Broadcasting and three to five years of professional experience; or Master's degree and three years of professional experience.

Preferred Qualifications:

Master's degree and three years of Radio Programming experience.

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 20281

Posting Date: 3/19/19

Posting End Date: 4/18/19

How To Apply

Click on the **Apply Now** button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. **YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT.** Only online applications are accepted for this position.

Click [here](#) for additional tutorial information.

Equal Employment Opportunity

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Work Location

Campus map and location overview: [USF - Tampa Campus](#)

About USF

The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. The institutions are separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All institutions have distinct missions and their own detailed strategic

plans. Serving over 48,000 students, the USF System has an annual budget of \$1.6 billion and an annual economic impact of \$4.4 billion. USF is a member of the American Athletic Conference.

Working at USF

With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

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**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Development Specialist	Date Filled: 11/18/2019
Recruitment Source ("RS") Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 4

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
4	USF Website – Careers	N	4
6	The Weekly Challenger	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	0
11	Career Day/Job Fair <i>(as described in Section III)</i>	N	0
TOTAL INTERVIEWEES			4



BIG DREAMS BOLD FUTURE

DEVELOPMENT SPECIALIST

Dept. Number/Name: 0-0662-000 / WUSF-FM
Job Code/Title: 4714 / Development Specialist
College/Division: UCM-Broadcasting
Hiring Salary/Salary Range: \$31,500.00-\$36,000.00
Salary Plan: Staff
Position Numbers: 00012351 & 00012352

ORGANIZATIONAL SUMMARY

WUSF Public Media is a comprehensive public media organization that operates an NPR news and jazz radio station and an all-classical music radio station, and provides digital content online, through newsletters, podcasts and social media and serves a weekly audience of greater than 350,000. It is a department of the University of South Florida, has 70 employees and a budget of \$12 million.

POSITION SUMMARY

Responsibilities include assisting the membership team with all designated duties, donor gift processing and acknowledgement, data entry, report generation and monthly database activities. In addition, responsibilities include customer service, On Air membership campaigns, and interacting with volunteers.

RESPONSIBILITIES

Performs specific operational duties following a calendar schedule. Duties include running thank you letters, membership renewals, monthly reminders, the morning update process, membership statistical reports, National Change of Address Reports and updates, monthly database backup; and projects such as tax receipts campaign and time lines for membership campaigns.

Cross-trained on all membership activities. Batches and enters all donor contributions, including vehicle donations and matching gifts; processes invoices; morning allegiance updates; and coordinates thank you items (premiums) for donors. Processes monthly credit card and EFT decline letters, Sustainer anniversary letters, and Sustainer upgrade gifts; transmittal verification and daily interaction with members by telephone and e-mail.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

This position requires a High School diploma or equivalent and four years of clerical experience, at least one of which must be directly related to development or community relations. College coursework may substitute for the required experience on a year for year basis.

PREFERRED QUALIFICATIONS:

Bachelor's degree or the equivalent of four years' experience, preferably in the non-profit industry. Experience working with confidential information. Proficient in word processing and Allegiance database management (or equivalent software) -- web module, a plus. 3 years' experience in customer service as well as use of database software and office applications.

For full description and to apply, please go to Careers@USF (Job ID: 23013) at <https://www.usf.edu/work-at-usf/careers/>



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La Gaceta

Issue: 10/4

Due: 10/1 @ 12 pm

Size: 2(3.75) x 8

Cost: \$176.00

**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Broadcast Production Asst/Program Asst.	Date Filled: 12/02/2019
Recruitment Source ("RS") Referring Hiree: Word-of-Mouth (RS #9)	Total Number of Interviewees: 5

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
4	USF Website – Careers	N	1
6	The Weekly Challenger	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	1
9	Word of Mouth Referral	N	3
11	Career Day/Job Fair <i>(as described in Section III)</i>	N	0
TOTAL INTERVIEWEES			5



BIG DREAMS. BOLD FUTURE.

BROADCAST PRODUCTION/PROG. ASST.

Dept. Number/Name: 0-0662-000 / WUSF-FM
Job Code/Title: 3790 / Broadcast Production/Prog. Asst.
College/Division: UCM-Broadcasting
Hiring Salary/Salary Range: \$35,000.00-\$45,000.00
Salary Plan: Staff
Position Numbers: 00013213

POSITION SUMMARY

This position, Broadcast Production/Program Assistant, functions under the direct supervision of the Operations Manager (Coordinator, Broadcasting Radio) and is responsible for support to the Operations, Programming and News Departments. Acts as Operations Manager in his/her absence.

RESPONSIBILITIES

Responsible for assembling, checking and scheduling station logs in automation system (NexGen Digital Broadcast) as well as assisting announcing staff with training, producing and recording station continuity. Serves as technical help to station personnel in the operation of automation system. Observes system functions to verify correct system operations. Responds to staff inquiries concerning systems operation and diagnoses system, software, and operator problems. Recommends or performs minor remedial actions to correct problems. Provides updates, status and completion information to Operations Manager, via voice mail, e-mail or in-person communication. Refers major software, hardware problems to management for correction.

Responsible for editing and producing station programming and programming originating from outside the station using Adobe Audition, NexGen and Pro Tools. Provides assistance and training to station staff with editing, producing and preparing files and recordings for on-air programming.

Responsible for training and recommends scheduling of OPS board operators and Operations staff in collaboration with the Operations Manager. Acts as fill-in board operator in the absence of OPS operations staff or News Department board operators.

Responsible for obtaining, scheduling and preparing on-air programming and recordings in compliance with Federal Communications Commissions (FCC), National Public Radio (NPR) and WUSF standards and procedures. Coordinates with external agencies (including radio stations, NPR, and distributors) to locate materials for broadcast. Responsible for implementing programming changes due to special events, live network feeds or breaking news events. Develops policies and procedures relating to the implementation of station programming in continuous collaboration with the Operations Manager while providing programming support to the Program Director, the Music Director, the Jazz Director and the News Director. Assists with, and serves as a back-up, in preparation of daily broadcast log, which includes scheduling promotional material, underwriting and public service announcements as needed.

Performs related duties as required and assists in station fundraising.

MINIMUM QUALIFICATIONS:

This position requires a High School Diploma and two years' experience in TV or radio broadcasting. Appropriate college coursework or vocational technical training may substitute at an equivalent rate for the required experience.

How to Claim Veteran's Preference:

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Florida Statute 295.

Applicants claiming preference are responsible for providing required documentation AT THE TIME OF SUBMITTING APPLICATION; such documentation is required for eligibility determination.

Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. If you are submitting a DD 214, please ensure the social security number and date of birth is redacted/removed.

For information on obtaining a DD 214 visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

For full description and to apply, please go to Careers@USF (Job ID: 23197) at <https://www.usf.edu/work-at-usf/careers/>



UNIVERSITY OF
SOUTH FLORIDA

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The Weekly Challenger

Size: 1/4 page (4.925" x 10")

Issue: 10/24

Due: 10/21 @ 4 pm

Cost: \$635.31

**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Network Engineer I	Date Filled: 01/31/2020
Recruitment Source (“RS”) Referring Hiree: Word-of-Mouth Referral (RS #9)	Total Number of Interviewees: 5

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
3	LinkedIn	N	3
4	USF Website - Careers	N	0
5	Diversityjobs.com	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	0
9	Word of Mouth Referral	N	2
TOTAL INTERVIEWEES			5



- Job Fairs (<https://diversityjobs.com/c/job-fairs/>)
- Blog (<https://diversityjobs.com/c/>)
- Giving Back (<https://diversityjobs.com/c/giving-back/>)
- Employers / Post Jobs (</c/ads-home/>)
- Find Jobs (/)
- Upload Resume (/home?resume_upload=1)

Network Engineer I more... ▼

Location: Tampa, FL

Company: University of South Florida - USF

First posted: November 06, 2019

x

Network Engineer I

Job ID: 23567

Location: Tampa, FL

College Division: UCM-Broadcasting

Salary Plan: Administrative

Job Code/Title: 4463/Network Engineer

Hiring Salary/Salary Range: \$55,000.00-\$61,000.00

Position Number: 00000795

ORGANIZATIONAL SUMMARY

WUSF Public Media is a division of the University Communications and Marketing department consisting of three strategic business units; WUSF 89.7, WSMR and IntellisMedia. WUSF Public Media serves the university by providing the community with news, information and entertainment programming that informs and enriches their daily lives and is engaged in educational work in the community. WUSF Public Media provides students with learning and personal growth opportunities through formal classes and internships and informal hands-on experiences.

POSITION SUMMARY

The Network Engineer is responsible for the day-to-day maintenance, upkeep, running and managing of the IT system for WUSF Public Media. This person is also responsible for planning on an annual as well as strategic basis, for the equipment and software that WUSF will need to maintain its operations and be ready for future initiatives.

RESPONSIBILITIES

- Administers, operates, troubleshoots, and maintains servers and local area networks and assists users with the installation, troubleshooting, maintenance and support of desktop IT hardware and software.
- Supports IntellisMedia projects such as Pasco County TV. Responsible for ongoing application, maintenance, and troubleshooting for Nielsen, Audio PPM, NewsBoss, Visual Traffic, NexGen, ProTrack and other programs specific to the broadcast industry. Provides all networking maintenance and troubleshooting, including firewalling and intrusion prevention.
- Provides budget strategy and execution on all WUSF servers, peripherals, PC's, laptops, tablets, and maintenance contracts to ensure the highest level of reliability and return on investment. Maintains process control reporting, including licensure such as Sound Exchange and PCI compliance.
- Assists in transferring media to and from clients, other broadcast stations and agencies over the internet. Provides tech support for all WUSF meetings to ensure their success. Works with departments when they hire and release employees, when they upgrade specialized software and in project planning. Outfits staff for computing success when they are off-campus or working from WUSF studios at USFSP or USFSM. Provides online streaming and serves as the primary contact for the WUSF audience for streaming. Works with WUSF web designer on servers and ensures web success.
- Provides telephone systems maintenance, troubleshoots and maintains database changes. Provides building access and security systems maintenance, troubleshooting and database changes.

MINIMUM QUALIFICATIONS

Bachelor's degree in Computer Science, MIS or other field involving software and analytical training, or a Bachelor's degree with no specific required field and one year of IT related work experience OR a combination of 5 years of IT related work experience and validated training. Preparation for a relevant IT certification, validated through certification requirements and documentation of completion, is considered to be related training.

PREFERRED QUALIFICATIONS

Preferred experience with network administration, server support, desktop support.

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 23567

Posting Date: 11/04/19

Posting End Date: 11/18/19

How To Apply

Click on the **Apply Now** button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. **YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT.** Only online applications are accepted for this position.

Click here for additional tutorial information.

Equal Employment Opportunity

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Work Location

Campus map and location overview: USF - Tampa Campus

About USF

The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. The institutions are separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All institutions have distinct missions and their own detailed strategic plans. Serving over 48,000 students, the USF System has an annual budget of \$1.6 billion and an annual economic impact of \$4.4 billion. USF is a member of the American Athletic Conference.

Working at USF

With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: [Work Here](#). [Learn Here](#). [Grow Here](#).

PI115248109


Please see job description

apply now (/jobsearch/apply/721960925?


xp=ZNpDrDwEKJolEkPUp20ceOhjZeWxhJcgP9yBWI5rUSYE9jNmiaf1tF*MxcgZ6NLN1F1YdMZXCPhXxzSpYVFW!C6kEeuArkiI1K1CwlKTzyZSxntp*GE2Vcnh7Jv4r4xIZQRanSwSxb4cM1moRnCBmbWWFiSho2M1d1LgBWYTDhA9V/

Please mention DiversityJobs.com

if asked how you found this job.

 Send this job to yourself or a friend.

 Read important tips (<https://academy.justjobs.com/the-complete-job-search-guide/>) before applying!

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**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Media Publishing Specialist	Date Filled: 03/02/2020
Recruitment Source (“RS”) Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 17

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
3	LinkedIn	N	1
4	USF Website - Careers	N	14
5	Diversityjobs.com	N	0
6	The Weekly Challenger	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	2
TOTAL INTERVIEWEES			17



BIG DREAMS. BOLD FUTURE.

MEDIA PUBLISHING SPECIALIST

Dept. Number/Name: 0-0662-000/WUSF-FM
College Division: UCM-Broadcasting
Salary Plan: Staff
Job Code/Title: 2206/Media Publishing Specialist
Hiring Salary/Salary Range: \$33,000-\$37,500/year
Position Numbers: 00020938

POSITION SUMMARY

This position is responsible for the content management and updating of WUSF Public Media's Website. It requires writing and editing content. This position will assist the Webmaster with the creation of graphics and management of the site. This position will be responsible for coordinating non-news social media marketing and promotional efforts for WUSF and Digital Services. This position will also assist the Manager of Digital Services in the development of new ideas and technical solutions that will increase the traffic to WUSF's Websites and social media channels and also support the University's goals for student success.

RESPONSIBILITIES

- Assist the Digital Services (DS) Department in receiving, editing, maintaining and updating the data on the WUSF Public Media Websites to ensure that information is accurate and up to date from all sources
- Assist the DS Department by constructing the weekly newsletter to include creating original content, editing content and making recommendations on the final composition
- Assist the DS Department with creative interpretation for graphic design and graphic elements of digital media for the newsletter layout and content
- Ensure that all data required by regulatory agencies are posted and removed on time
- Assist the DS Department in posting materials to multiple platforms of Social Media sites to include updating the layout and imagery required for WUSF's social media sites
- Other duties as assigned

MINIMUM QUALIFICATIONS:

This position requires a High School diploma or equivalent, with at least four years of experience in an office or administrative support position requiring use of desktop publishing applications. Appropriate additional education may be substituted for this experience requirement.

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 23963

Posting Date: 12/09/19

Posting End Date: 01/08/20

Location: Tampa, Florida

How to Claim Veteran's Preference:

This position allows eligible veterans and their spouses to claim Veterans' Preference pursuant to Florida Statute 295.

Applicants claiming preference are responsible for providing required documentation AT THE TIME OF SUBMITTING APPLICATION; such documentation is required for eligibility determination.

Supporting documentation, in addition to the DD214, may be required based on eligibility criteria. If you are submitting a DD 214, please ensure the social security number and date of birth is redacted/removed.

For information on obtaining a DD214 visit <http://www.archives.gov/veterans/military-service-records/> or call 1-866-272-6272.

For full description and to apply, please go to Careers@USF (Job ID: 23963) at <https://www.usf.edu/work-at-usf/careers/>



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The Weekly Challenger
Size: 1/4 page (4.925" x 10")
Issue: 12/19
Due: 12/16 @ 4 pm
Cost: \$635.31

**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

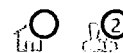
Full-Time Job Title: Producer	Date Filled: 02/28/2020
Recruitment Source (“RS”) Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 3

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
2	WUSF Websites	N	0
3	LinkedIn	N	0
4	USF Website – Careers	N	3
5	Diversityjobs.com	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	0
TOTAL INTERVIEWEES			3

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Producer

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Production Assistant-Apollo Beach, Florida

Caliber Home Loans, Inc.
Tampa, FL, US

2 weeks ago



Salesforce Architect Manager - TMT SFDC

PWC
Tampa, FL, US

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4 weeks ago



Technical Designer II

NELSON
Tampa, FL, US

Be an early applicant

New



Active Directory Architect (South East)

Messaging 1

Producer

Job ID: 24223

Location: Tampa, FL

Department Name/Number: WUSF-FM/0-0662-000

College/Division: University Communication & Marketing

Salary Plan: Temporary

Hiring Salary/Salary Range: \$20.00-\$25.00/hour

Position Summary:

WUSF Public Media is looking for a team player to manage the broadcast production of our signature, weekly public affairs show at one of the largest public media newsrooms in the nation's third-biggest state.

As producer of WUSF's Florida Matters show, the ideal candidate will have experience in radio, is detailed oriented, and have a clear understanding of how to serve audience on multiple media platforms. The position is responsible for planning and coordinating topics, guests, engineering and logistics in collaboration with the program host and news director. The producer also oversees all show tapings, and edits the final program for both our radio audience and WUSF online audience.

Duties and Responsibilities:

Serves as Florida Matters Producer

- Plan program topics in conjunction with program host, news director, and other newsroom staff

How you match

Criteria provided by job poster

Skills

- Public Affairs
- Technical Training
- Microsoft Excel
- Logistics Management
- Diversity
- Engineering
- Communication
- Broadcast Production
- Marketing
- Journalism

Level of education

- Bachelor's Degree

Contact the job poster

George Bailey
Graystone Group Advertising

PREMIUM

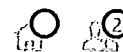
Send InMail

FY19/20: Job opening 24223: Producer

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Search



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- Assist with program promotion online on and off the air
- Coordinate outside community engagement

Industry
Higher Education

Contribute to WUSF's ongoing daily newsroom operation; assist during on-air fundraising campaigns; and attend outside station activities as required

Employment Type
Full-time

Minimum Qualifications: This position requires a Bachelor's degree in Journalism, Communications or related field and two years of directly related experience; or a Master's degree in the fields listed above. Four years of vocational/technical training and experience may substitute for the Bachelor's degree requirement.

Job Functions
Marketing

Preferred Qualifications: Radio reporting and producing experience is preferred, as is an understanding of public media and public affairs issues in Florida.

USF Tampa

Caliber Home Loans, Inc.
Tampa, FL, US

2 weeks ago

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 24223

Posting Date: 01/15/2020

Posting End Date: 01/22/2020

How To Apply

Click on the Apply Now button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. **YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT.** Only online applications are accepted for this position.

Click here for additional tutorial information.

Equal Employment Opportunity

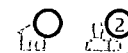
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Messaging 1

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Search



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The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. The institutions are separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All institutions have distinct missions and their own detailed strategic plans. Serving over 48,000 students, the USF System has an annual budget of \$1.6 billion and an annual economic impact of \$4.4 billion. USF is a member of the American Athletic Conference.

Working at USF

With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: [Work Here](#). [Learn Here](#). [Grow Here](#).

See less ^

Featured benefits Inferred from the description for this job

For Producer in Tampa, Florida, United States at University of South Florida

- Medical insurance
- Dental insurance
- Tuition assistance

See your commute

From [Set starting address](#)

Messaging 1

**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Digital Services Project Manager	Date Filled: 03/30/2020
Recruitment Source (“RS”) Referring Hiree: USF Website – Careers (RS #4)	Total Number of Interviewees: 18

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
3	LinkedIn	N	2
4	USF Website - Careers	N	8
5	Diversityjobs.com	N	0
6	The Weekly Challenger	N	0
7	La Gaceta	N	0
8	Indeed.com <i>(not directly notified by SEU)</i>	N	8
TOTAL INTERVIEWEES			18



The meeting dates and locations are as follows:
2019/2020 Meetings

- January 16, 2020 - 6:00 p.m. - North Greenwood Recreation & Aquatic Complex - 900 N. Martin Luther King Jr. Avenue, Clearwater, FL 33755
- March 12, 2020 - 6:00 p.m. - School Administration Building - 301 4th Street SW, Largo, 33770
- May 14, 2020 - 6:00 p.m. - Gibbs High School-850 34th Street South, St. Petersburg, FL 33711
- July 9, 2020 - 6:00 p.m. - School Administration Building - 301 4th Street SW, Largo, 33770
- September 10, 2020 - 6:00 p.m. - School Administration Building - 301 4th Street SW, Largo, 33770



DIGITAL SERVICES PROJECT MANAGER
 Dept. Number/Name: 0-0962 ORP/LSF-FM
 College Division: UCM-Broadband
 Salary Plan: Administrative
 Job Code/Title: 4333/Communications & Marketing Mgr.
 Hiring Salary/Salary Range: \$62,500-\$74,000/year
 Position Numbers: 00011800

ORGANIZATIONAL SUMMARY
 WCF Public Media is a comprehensive public media organization that operates an NPR news and jazz radio station and an all classical music radio station, and provides digital content online, through newsletters, podcasts and social media and serves a weekly audience of greater than 150,000. It is a department of the University of South Florida, has 70 employees and a budget of \$12 million. In addition, this position will work with the Chief Marketing Officer adding approximately 45 more employees and \$7 million more in budget.

POSITION SUMMARY
 The Digital Services Project Manager oversees assigned digital projects of moderate to high complexity originating within the organization and as collaborations and partnerships with entities outside the organization. The position is responsible for assembling the project team, assigning responsibilities, and managing schedules and resources to ensure timely completion of assigned projects. While the Digital Services Project Manager may or may not be the direct supervisor of the staff assigned to a project, he or she is responsible for the effective management and direction of those staff when their time is allocated to a project under the Digital Services Project Manager's supervision. Project scope can include: website design, website conversion, social media campaigns, email marketing campaigns, Mobile App and Smart Speaker strategies and podcasts.

- RESPONSIBILITIES**
- Develop a project schedule and plan to ensure timely completion of the project. Must be able to manage multiple projects simultaneously. Apply project management tools and tracking systems to manage and report on all aspects of project progress.
 - Assemble the project team, identify competencies, and assign resources to development tasks appropriate to each individual's knowledge, skill, and abilities. Communicate project goals, monitor project progress, and adjust resources as necessary to keep the project on track.
 - Utilize project resources and serve as an individual contributor to analyze user experience and digital asset performance, determine and evaluate potential solutions, develop system process specifications and requirements, and design brand awareness campaigns that meet our user's needs.
 - Additional duties as assigned.

MINIMUM QUALIFICATIONS:
 This position requires a Bachelor's degree in communication, marketing, public relations, technical writing, digital media, or related field, with 4 years of experience in related positions; or a Master's degree in the fields listed above and 2 years of experience.

Information for Applicants
 This position is subject to a Level 1 criminal background check.
Job Opening Number: 34969
Posting Date: 12/18/19
Posting End Date: 01/17/20
Location: Tampa, Florida
For full description and to apply, please go to Access Careers@USF (Job ID: 210609) at https://www.usf.edu/work-at-usf/careers/



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Inspiring black men to become community builders

BOOK, from front page

"I hope that the incarcerated men who read my book will be inspired to come home, stay home, and become positive, productive black men," the father of three stated.

He said he is also hopeful that the book will be a motivator from other young men to stay away from prison and for the community to become more supportive of how tough it can be to be a Black man in society.

"I hope people can better understand our plight and join the side of righteousness to combat a destructive system," Perry said.

So far, the author said the reaction to the book has been positive with a lot of great comments on social media. He said writing the book took about six months with another month for editing.

Perry decided to go the self-publishing route to control the process better.

"Although it was complicated to figure out at first, I really enjoyed the self-publishing process," he said.

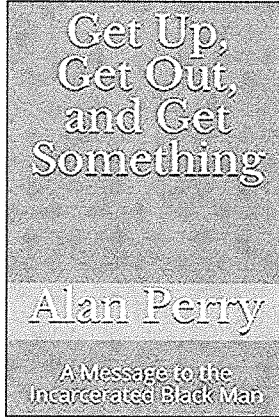
While the husband

and father said he wouldn't consider himself a full-time writer, he does have plans to release more books.

"I have recently acquired my degree in Digital Media, and I'm a videographer," he explained. "My next book will be a follow up to this

one titled "Staying Out," he said.

For now, you can find his first book on Amazon.com for under \$10. To learn more about Perry's book or to book him as a speaker, email him at alanperry77@gmail.com or call 727-851-2781.



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YOU ARE INVITED TO A FREE HEALTH EVENT

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DEADLINES
 All news items, advertising copy and related art submitted for publication on Thursday must be received no later than 4 p.m. Monday.

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 The views expressed by The Weekly Challenger columnists/ advice columnists do not necessarily reflect the views of The Weekly Challenger. By publishing with columnists, The Challenger is not advocating the following of any advice or suggestion expressed.

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 Submissions to The Weekly Challenger may be edited for reasons of space, clarity or for considerations of liability. All submissions become the sole property of The Weekly Challenger. The Weekly Challenger reserves the right to run all or part of any submission at a later time. Some submissions may take precedence due to timeliness or newsworthiness.

THE BLACK PRESS
 believes that America can best lead the world from racial antagonism when it accords to every man, regardless of race, creed or color, his human and legal rights. Having no man, fearing no man... the Black Press strives to help every man in the firm belief that all men are born as long as anyone is held back.

VERIFIED

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 Published Thursday,
 January 9, 2020
 10 pages • 1 section
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**WUSF(FM) & WSMR(FM)
VACANCY DATA FORM**

Full-Time Job Title: Broadcast Engineer	Date Filled: 10/21/2019
Recruitment Source ("RS") Referring Hiree: Word-of-Mouth Referral (RS #9)	Total Number of Interviewees: 4

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
3	LinkedIn	N	1
4	USF Website - Careers	N	1
8	Indeed.com <i>(not directly notified by SEU)</i>	N	1
9	Word-of-Mouth	N	1
TOTAL INTERVIEWEES			4

Job Description

USF Website - Careers

Job Title Broadcast Engineer
Job ID 22836
Location Tampa, FL
Full/Part Time Full-Time
Regular/Temporary Regular

[Return to Previous Page](#)

[Switch to Internal View](#)

Position Details

We are seeking an experienced Broadcast Engineer with excellent interpersonal skills and a great attitude toward your work and your co-workers. WUSF Public Media offers a great work environment and has excellent benefits.

The successful applicant will have experience in all fields of broadcast engineering including transmitter maintenance and repair, studio maintenance, remote broadcasting and broadcast automation. Experience in large scale projects such as transmitter installs and studio buildouts is a plus. This is a 24/7 on-call position.

Department Number/Name: 0-0662-000 / WUSF Public Media

College Division: UCM-Broadcasting

Salary Plan: Administrative

Hiring Salary/Salary Range: \$60,000 - \$63,000

Position Number: 00030681

ORGANIZATIONAL SUMMARY:

WUSF Public Media is a division of the University Communications and Marketing department consisting of three strategic business units; WUSF 89.7, WSMR and IntellisMedia. WUSF Public Media serves the university by providing the community with news, information and entertainment programming that informs and enriches their daily lives and is engaged in educational work in the community. WUSF Public Media provides students with learning and personal growth opportunities through formal classes and internships and informal hands-on experiences.

Primary collaborator with other WUSF and USF staff in planning events and activities including internal and external meetings. Coordinates events with donors, university and community leaders and other people integral to the success of WUSF Public Media.

POSITION SUMMARY:

Oversee equipment related to radio broadcasting systems and conduct maintenance and repair duties when necessary. Manage FM Transmissions and Transmitter/Antenna equipment. Manage and maintain Databases for News and other Radio programming applications that require an in-depth knowledge of current Information Technology. Provide Engineering and Technical support for live Radio events and productions. Assist with other broadcast related areas as assigned. This position requires a person with the acumen to work at various off-campus locations independent of direct supervision. This position is classified as essential personnel and as such is on-call 24/7.

RESPONSIBILITIES:

- Oversee all equipment as it relates to the radio broadcasting system. Analyze, troubleshoot and solve technical problems. Maintain and repair towers, transmission equipment and facilities, studio operations and Core Engineering and Operations for WUSF TV, WUSF FM and WSMR FM. Identify and resolve issues independently.
- Recognize and define vulnerabilities of off-premise facilities for radio transmission. Maintain the equipment and infrastructure for operational and engineering equipment; make sure that items are ready and in working order when needed; this can be achieved through an active preventative maintenance program as well as effecting repairs when necessary and recommending acquisitions when equipment is nearing the end of their usable life.
- Primary contact for broadcast specific software, maintenance, technical and operational services and advanced configurations for News and Programming.
- Support of live events - live troubleshooting and resolution of issues.
- Serves as a member of the Pledge Team for Radio Pledge Drives including support in the areas of: Engineering, Operations and Technology.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

This position requires a Bachelor's Degree in Electrical Engineering with 3 years of engineering experience or 5-7 years of experience as a Chief Engineer and/or Operations Manager to include radio live broadcasts, satellite uplink and downlink, radio automation(preferably NexGen), tower projects to include build-out and maintenance and studio management and maintenance.

PREFERRED QUALIFICATIONS:

Demonstrated experience in the following:

High power RF

Remote control systems

Tall tower lighting/maintenance (no tower climbing required)

Microwave systems

Satellite systems

Audio over IP networking

IT acumen

FCC license and or SBE Senior Broadcast Engineer certification are recommended.

Class E drivers license

SPECIAL SKILLS/TRAINING:

The Special Skills/Training section would read as follows:

Audio consoles

High Power FM Transmitters

FM antennas and transmission line

Radio Automation software

IP codecs

Satellite receivers

Microwave transmitters and receivers

Audio Processors and Stereo Generators

EAS encoder/decoders

Current equipment and software being used:

Logitek and Wheatstone audio consoles

BE Transmitters

Nautel Transmitters

Nexgen Automation

Intraplex IP link

International Datacasting satellite receivers

Newsboss

Intraplex HD link

Orban Optimod

Comrex IP CODEC

USF Tampa

Information for Applicants

This position is subject to a Level 1 criminal background check.

Job Opening Number: 20506

Posting Date: 09/12/2019

Posting End Date: 09/26/2019

How To Apply

Click on the **Apply Now** button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position.

Click [here](#) for additional tutorial information.

Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

Work Location

Campus map and location overview: [USF - Tampa Campus](#)

About USF

The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. The institutions are separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All institutions have distinct missions and their own detailed strategic plans. Serving over 48,000 students, the USF System has an annual budget of \$1.6 billion and an annual economic impact of \$4.4 billion. USF is a member of the American Athletic Conference.

Working at USF

With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: [Work Here. Learn Here. Grow Here.](#)

Connect with us:



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[Switch to Internal View](#)

ATTACHMENT C

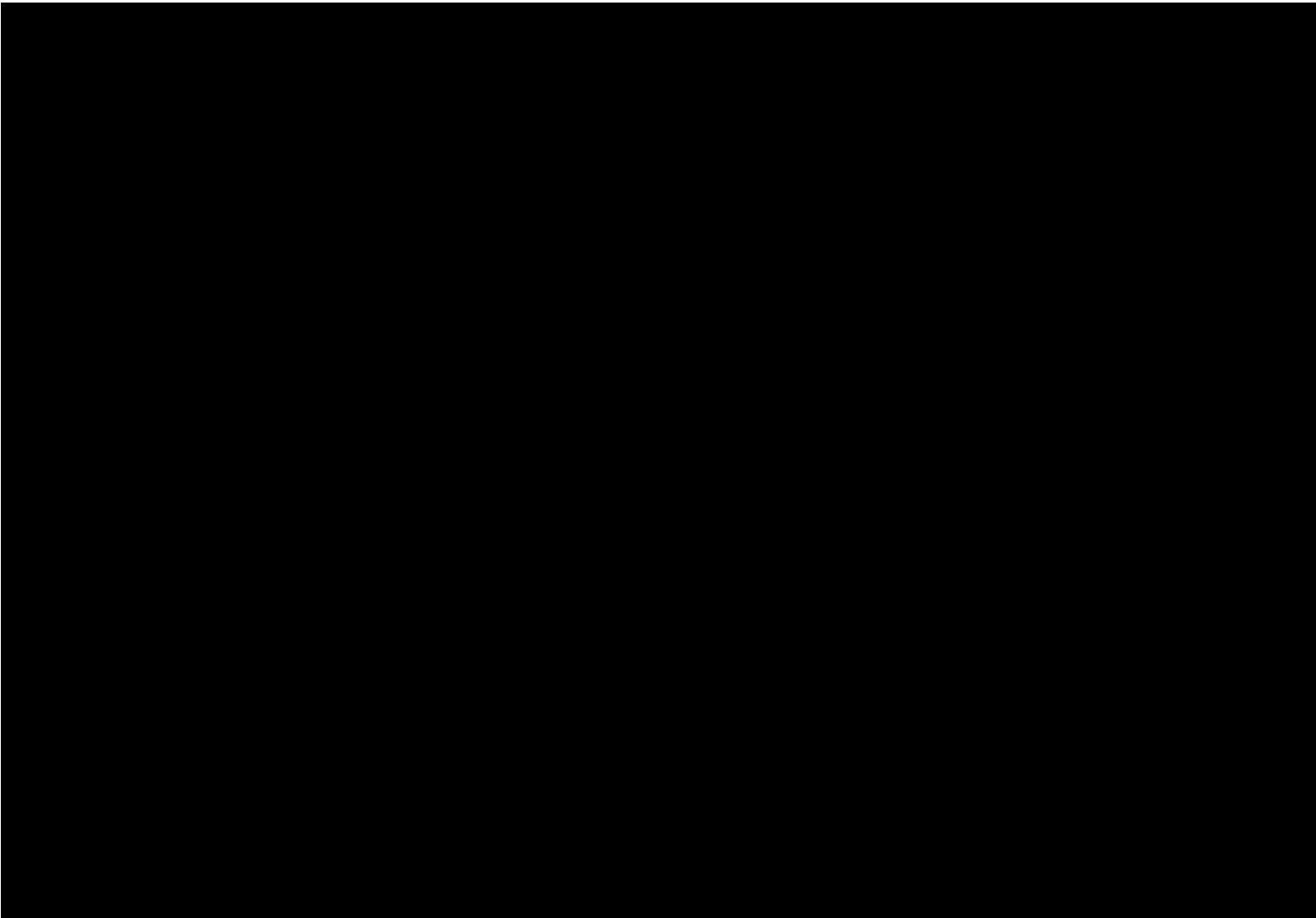
WUSF(FM) & WSMR(FM)

RECRUITMENT INITIATIVES FORM

October 1, 2020 - September 30, 2021

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	Host internship programs (3)	See description	<p>During the reporting period our SEU hosted Digital Services internships for USF Department of History and the Journalism & Mass Communication School. In spring 2021 we hosted six interns, in summer 2021 we hosted six interns, and in fall 2021 we hosted four interns. The internships focused on how History and Mass Communication majors can utilize their research and writing skills in professions such as digital marketing, content creator, and brand managers. The interns were supervised by our Intern Coordinator.</p>
2.	Participate in scholarship program	January 2021	<p>In January 2021, our SEU participated in an event for students interested in NPR's Next Generation Radio Program, which provides scholarships and training designed to develop careers in journalism. In addition to hosting an event for the program, our News Director served as a mentor and trainer for the program and helped to recruit young journalists for possible careers in public media.</p>
3.	Participate in events/programs for or on behalf of an educational institution related to careers in broadcasting (3)	See description	<p>On December 1 and 2, 2020, our Assistant News Director virtually visited three USF (Tampa) Mass Communications classes and two USF (St Petersburg) Digital Journalism classes to talk about internships.</p> <p>On March 16, 2021 and March 18, 2021, our Assistant News Director virtually visited to a USF (Tampa) Mass Communications class to talk about internships.</p> <p>On September 7 & 8, 2021, our Assistant News Director virtually visited two USF (Tampa) Mass Communications Class to talk about internships.</p>

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
4.	Participate in career fairs (3)	See description	<p>Our SEU participated in the University of South Florida (Tampa) Zimmerman School of Advertising & Mass Communications Virtual Career Fair on March 5, 2021. During the fair we met with students and answered questions about careers in broadcasting.</p> <p>On July 15-17, 2021, our SEU participated in a virtual career fair at the National Association of Hispanic Journalists annual conference. During the fair we met with students and answered questions about careers in broadcasting.</p> <p>On August 18-21, 2021, our SEU participated in a virtual career fair at the National Association of Black Journalists annual conference. During the fair we met with students and answered questions about careers in broadcasting.</p>
5.	Participate in an event/program for or on behalf of an educational institution related to careers in broadcasting	Sept. 23-24, 2021	On September 23 and 24, 2021, our SEU participated in the Journalism Advisory Board for the University of Florida College of Journalism and Communications. During the event, our News Director met with several dozen students via panel discussions and one-on-one conversation.



From: [REDACTED]@usf.edu>
Sent: Monday, August 16, 2021 9:09 AM
To: [REDACTED]
Subject: Getting ready for USF Fall 2021 Internship :-)

Hi [REDACTED]

We're now just a week away from the start of the term, so I wanted to reach out to you with a few preparatory items for [REDACTED]'s Fall 2021 Internship with WUSF.

I am attaching the university's standard Memorandum of Understanding for unpaid student internships to this email for your review and signature. This is the same document we have used in terms past, and I've filled in all the blanks to the best of my knowledge, so unless there's anything you want changed, all you need to do is sign (I've attached the same document as a Word doc and PDF for your convenience). The start and end dates are just based on USF Fall Term (8/23 -12/3), but feel free to alter this if needed. If you have any questions at all, don't hesitate to let me know. This document can be signed and returned to me either as a scan, docuSign, or simply handed to the student to return to me.

Also, since we are now drawing near to the start of the Fall term, I will be advising [REDACTED] to reach out to you regarding scheduling her first day on the job. You are welcome to set this date any time within the first two weeks of the term (which begins 8/23), as it fits your schedule and that of the student. Throughout these uncertain times, we are being

extra flexible with internships, which can be held in person (observing CDC guidelines) or remotely, or a mixture of the two, to meet up with your needs and the student's. So, whatever works for you! As a reminder, we ask our students to commit 6 hours per week to their onsite positions.

If you need any assistance along the way, don't hesitate to let me know. Thank you so much for opening up your time and workspace to provide our students with this vital experience. I am looking forward to a great Fall term!

Thanks,

██████████, Ph.D.

Instructor & Internship Programs Coordinator

[Click here to learn more about the USF History Department Internship Program](#)

<http://history.usf.edu/faculty> ██████████

Department of History

University of South Florida

SOC 262; mailpoint SOC 107

From: [REDACTED]@gmail.com>

Sent: Thursday, December 24, 2020 11:35 AM

To: (class participants)

Cc: [REDACTED] Schreiner, Mark <MSchreiner@wusf.org>;
(more staff emails)

Subject: Welcome to the NPR Next Generation Radio Project - FL Newsroom '21

Hello and congratulations for being selected into the #NPRNextGenRadio project! (Memorize that hashtag - we encourage you to use it.) This is the first project of 2021 and the first Florida Newsroom project, made possible by the ability to work virtually, with a home base at WUSF in Tampa.

I look forward to meeting you at our welcome orientation/Happy Hour that will take place on Sunday evening, January 3rd. I'll send you invitations to that as well as to our Google Drive and visual workstation in Miro and more details/directions early next week. Please familiarize yourself with the information before Monday, January 4. Don't worry if you've never used Miro before. It will only serve as a guidepost.

I know you're already communicating with your mentors about your interviews. If you're already scheduling interviews please aim for Monday, January 4 after 2:00pm. Please also be sure to communicate with your mentors regarding any schedule disruptions/changes you may have during the project week.

Surprise yourself this week. Amuse yourself. And most of all enjoy yourself. As you work with us on one of the most prestigious runways into journalism today you may find a few struggles. But your mentors and staff are here to work through them with you. Please remember that every hour of every day.

Sincerely,



Managing Editor

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

[REDACTED]

From: [REDACTED] <[REDACTED]@usf.edu>
Sent: Wednesday, November 25, 2020 10:43 AM
To: [REDACTED] <[REDACTED]@wusf.org>
Subject: RE: WUSF Internship pitches

12:30 Tuesday, Dec. 1., works for me.

From: [REDACTED] <[REDACTED]@wusf.org>
Sent: Wednesday, November 25, 2020 10:27 AM
To: [REDACTED]
Subject: WUSF Internship pitches
Importance: High

Hey there,

I apologize that I haven't been in touch like normal this semester, but I think we know how unusual this semester has been.

The spring internships are not posted yet (hopefully the week of 11/30) because I'm still waiting on the university to sign off on the paid one, but if your classes are still meeting remotely the week of 11/30, I'd love to get in for a short recruiting pitch for the spring internships – we're offering a Health News Florida radio internship for the first time – as well as the [Next Generation radio project](#) that we're hosting at WUSF in early January and are looking for students to apply to.

I am available all day Monday and Tuesday, Wednesday before 10a and after 1p, Thursday after 10a, and Friday before 315p.

Thank you very much and have a great Thanksgiving.

Mark Schreiner
Assistant News Director / Intern Coordinator

[University Beat](#)

WUSF Public Media

MSchreiner@wusf.org

813-974-8693 Office

727-487-9060 Google Voice

Follow me on Twitter @WUSFSchreiner



[REDACTED]

From: [REDACTED] <[REDACTED]@usf.edu>

Sent: Wednesday, November 25, 2020 10:33 AM

To: [REDACTED]

Subject: Re: WUSF Internship pitches

Yeah, 2020. One for the ages.

Can you join my Beginning Reporting class at 9:30 a.m. Wednesday, Dec. 2? This is our last class. If so, I'll send you the Teams link.

From: [REDACTED] <[REDACTED]@wusf.org>

Sent: Wednesday, November 25, 2020 10:27 AM

To: [REDACTED]

Subject: WUSF Internship pitches

Hey there,

I apologize that I haven't been in touch like normal this semester, but I think we know how unusual this semester has been.

The spring internships are not posted yet (hopefully the week of 11/30) because I'm still waiting on the university to sign off on the paid one, but if your classes are still meeting remotely the week of 11/30, I'd love to get in for a short recruiting pitch for the spring internships – we're offering a Health News Florida radio internship for the first time – as well as the [Next Generation radio project](#) that we're hosting at WUSF in early January and are looking for students to apply to.

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Thank you very much and have a great Thanksgiving.

Mark Schreiner

Assistant News Director / Intern Coordinator

[University Beat](#)

WUSF Public Media

MSchreiner@wusf.org

813-974-8693 Office
727-487-9060 Google Voice
Follow me on Twitter @WUSFSchreiner



[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

From: [REDACTED]@usf.edu>
Sent: Wednesday, March 3, 2021 12:45 AM
To: Schreiner, Mark <MSchreiner@wusf.org>; [REDACTED]@wusf.org>
Subject: Re: USF Mass Communications Virtual Career Fair Opportunity

Good evening all!

We are so excited for Friday! If you haven't already done so please register here for the career fair: <https://hopin.com/events/zimmerman-school-career-fair>

May I confirm that the sessions you are looking to attend are 11 a.m. and 12 p.m.? We have hourly sessions available that begin each hour at 10 a.m. until 1 p.m. If you would like to do anymore just let me know and I will add that to the itinerary.

Companies are able to set up their meeting rooms 10 minutes before the scheduled session time and then students will join rooms at the top of the hour and then the floor is yours to present, talk to students or help give them advice. The platform is very similar to Zoom and screensharing will be enabled. Here is a video tutorial on how the platform works <https://hopin.com/learn>. Companies will have attendee functions so I recommend watching that video to see what it will look like.

For the purpose of the itinerary, would you mind letting me know what you plan on talking to students about (e.g.: internships, job opportunities, resume advice, etc.)?

If there are any other questions I can help to answer please let me know!

Thank you,

[REDACTED]

From: Schreiner, Mark <MSchreiner@wusf.org>
Sent: Tuesday, February 9, 2021 6:11 PM
To: [REDACTED]@usf.edu>; [REDACTED]@wusf.org>
Subject: RE: USF Mass Communications Virtual Career Fair Opportunity

[REDACTED]

Please put me down as representing WUSF Public Media (news) for the 11a and noon hours please.

WUSF(FM) & WSMR(FM)

RECRUITMENT INITIATIVES FORM

October 1, 2019 - September 30, 2020

	Type of Recruitment Initiative (ex. Job Fair, Internship Program)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	Participate in career day	Oct. 16, 2019	On October 16, 2019, our Asst. News Dir. / Intern Coordinator attended the University of Florida College of Journalism Communications Career Day. Our stations hosted a booth that student attendees visited to discuss internship and job opportunities at WUSF. We also talked to students about their resumes, classes they were taking, and their career goals.
2.	Participate in events/programs for or on behalf of an educational institution related to careers in broadcasting (2)	See description	On October 2-4, 2019 and February 24-26, 2020, our News Director spoke to students at the University of Florida College of Journalism and Communications. She shared her experience in three separate classes and provided one-on-one resume reviews for approximately a dozen students. She also visited the radio station where students work. In February, she was interviewed by two students for a podcast they were producing.
3.	Host internship programs (2)	See description	WUSF conducted internship programs for University of South Florida students during the following semesters: spring 2020 and fall 2020. We hosted seven interns and a graduate student editor in the spring and four interns in the fall. The interns focused on radio news, digital news writing, photojournalism, and/or social media. Duties included: reporting, writing and producing stories for online platforms and radio broadcast. The interns pitch stories, do research, conduct interviews, write radio and web stories, and in some cases, record daily or long-form radio reports. In addition, some interns work on visual news projects (photos/videos) and social media (live Tweeting/Facebook and Instagram videos). The interns were supervised by our Intern Coordinator.

----- Forwarded message -----

From: [REDACTED] <[\[REDACTED\]@ufsa.ufl.edu](mailto:[REDACTED]@ufsa.ufl.edu)>

Date: Tue, Oct 15, 2019 at 1:33 PM

Subject: UF Careers in Communication Fair- [REDACTED]

To: mschreiner@wusf.org

Good Afternoon!

Thank you so much for registering for the University of Florida's Careers in Communication Fair!

The event is quickly approaching and we, here at the Career Connections Center, could not be more excited! We wanted to just take some time to remind you all of a couple of things. Please also note that the Parking Pass for the event is attached to this email.

Event Date/Time: The career fair will be held on *Wednesday, October 16th* from 10:00 a.m. - 2:00 p.m.

Event Location: Reitz Union Grand Ballroom J. Wayne Reitz Union located at 686 Museum Rd, Gainesville, FL 32611.

Employer Check-In: Employer check-in will be located near the doors of the entrance to the Reitz Union Grand Ballroom. Please make sure to stop by and receive booth assignments. You may begin arriving for check-in and booth set-up at 9:00 a.m. If you do not arrive by 11:00 a.m., your organization will be considered a no-show.

Parking: Employers with an issued parking pass can park in the J. Wayne Reitz Union Parking Garage. Please display the attached parking pass on your dashboard.

Shipping: Be advised that the Career Connections Center *does not* ship materials or employer items at the conclusion of the fair. There is a post office located on University Avenue, please see for further information.

Lunch/Meal Vouchers: Lunch is provided for all representatives that attend the event through a Gator Dining meal voucher valid for \$7.50 in any of the Reitz Union dining options.

Thank you again for participating in this year's event and we look forward to hosting you on our beautiful campus.

Thanks and Go Gators!



J | **Assistant Director for Career & Industry Engagement – Journalism & Communications**
Career Connections Center
UF Division of Student Affairs
J. Wayne Reitz Union, Suite 1300 | PO Box 118507
Gainesville, FL 32611-8507
Phone 352 [REDACTED] | [REDACTED] [@ufsa.ufl.edu](mailto:[REDACTED]@ufsa.ufl.edu)
National Award Winning Career Services! career.ufl.edu | [Twitter](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.



From: [REDACTED]@mail.usf.edu>

Sent: Saturday, February 22, 2020 10:28 AM

To: (Class list)

Cc: [REDACTED]

Subject: WUSF and Crow's Nest

Good morning, everyone,

In addition to our programmed content for this coming week (keep working on your stories), we will take time to discuss two fantastic opportunities with very tight deadlines, working with WUSF Public Media and with the Crow's Nest.

Both offer paid and unpaid opportunities and are the very best learning experiences you will have in Tampa Bay. Here are the links for you to learn more about these opportunities:

WUSF:

<https://wusfnews.wusf.usf.edu/post/summer-wusf-news-internships-are-now-open>

Crow's Nest: <http://crowsneststpete.com/employment/>

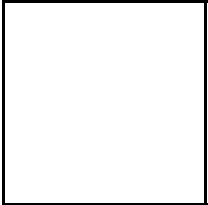
On Monday and Wednesday, Mark Schreiner, WUSF's Assistant News Director and Intern Coordinator, will come to talk to both classes about working with WUSF.

██████████, CN's Editor-in-Chief, will come on Monday to talk to the Advanced Reporting class, as we already have a few CN editors in the NNB class.

Thank you and enjoy the rest of your weekend,

██████████

██████████ **Ph.D.**
Assistant Professor of Theory and Community/Local Journalism;
Coordinator, **Neighborhood News Bureau**
Department of Journalism and Digital Communication
140 7th Ave S, PRW 230
St. Petersburg, FL 33701



From: [REDACTED]@usf.edu>
Sent: Wednesday, November 13, 2019 9:16 AM
To: [REDACTED]
Subject: Potential Spring 2020 Intern

Hello [REDACTED] and [REDACTED],

I have a student who would like to apply to work with you in the Spring 2020 term. His application materials are attached here, please let me know if you feel that he may be a good fit.

Thank you!

[REDACTED], Ph.D.

Instructor & Internship Programs Coordinator

[Click here to learn more about the USF History Department Internship Program](#)

[http://history.usf.edu/faculty/\[REDACTED\]](http://history.usf.edu/faculty/[REDACTED])

Department of History
University of South Florida
SOC 262; mailpoint SOC 107

From: [REDACTED]@mail.usf.edu>
Sent: Tuesday, November 5, 2019 12:32 PM
To: [REDACTED]@usf.edu>
Subject: My Applications for Internships

Hi, enclosed in this email I have my applications and cover letters for respective internship positions I'm applying for at the WUSF, the USF Special Collections, and the City of Tampa Archive. Also included is are two different writing samples for WUSF reflecting two of my biggest passions.



From [REDACTED]@usf.edu>

Sent: Monday, August 17, 2020 1:07 PM

To: [REDACTED]

Subject: Get ready for internships! :-)

Dear Partners,

Well, we're just about ready to get a very unique Fall term started! USF Fall 2020 begins on August 24th. If they have not already done so, your student intern should be contacting you sometime this week to make plans for an orientation or first day at work date. This can take place anytime in the first one or two weeks of the term, and can be either remote or in person—whatever works best for you. Remember, of course, that in person meetings must adhere to CDC guidelines regarding mask-wearing and social distancing, but I'm sure you are all way ahead of me on that one! Remote work during the term is also perfectly acceptable if that best suits your workplace's needs. We are all of us working in the "new normal", as they say, so flexibility in workstyles is a skill worth learning in and of itself!

This term will probably bring some new challenges for us, and I am already so grateful to all of you for formulating ways for our students to continue to be able to access the great experience of internships even though we're all

working under a lot of uncertainty. I very much hope that we will see increased adherence to protective measures that will lead to improvements in the Public Health picture and allow us to continue on with work and internships unabated throughout the term. If anything does change, however, rest assured that I will be quick to communicate with you and the students. Your flexibility and dedication does not go unnoticed on my end, and I can't tell you how much I appreciate how helpful all of you have been in setting up internships this term!

So, that's it for now—I just wanted to touch base ahead of the start of term 😊 If you have any questions or concerns at all—or if there's anything that you feel still needs to be taken care of before your student interns start—please don't hesitate to reach out to me.

Thank you again, and have a great week!

██████████ Ph.D.

Instructor & Internship Programs Coordinator

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