

April 12, 2018

EEO Staff
Policy Division, Media Bureau
Federal Communications Commission
445 Twelfth Street, S.W.
Washington, D.C. 20554

RE: EEO Audit – KLDJ(FM), Duluth, Minnesota, Fac. Id. 53999

Dear Sir or Madam:

Townsquare Media Duluth License, LLC (“Townsquare Duluth”), the licensee of broadcast station KLDJ(FM), Duluth, Minnesota, hereby responds to the Commission’s notice of audit for KLDJ(FM). This response includes information about the following stations which, with KLDJ(FM), comprise Townsquare Duluth’s employment unit (the “Unit” or “Stations”):

KKCB(FM), Duluth, MN (Fac. Id. 49686)
WEBC(AM), Duluth, MN (Fac. Id. 49689)
KBMX(FM), Proctor, MN (Fac. Id. 4588)

a. **Public File Report.** Copies of the Unit’s two complete EEO public file reports as of the date of the Commission’s notice of audit are attached as Exhibit 1 and Exhibit 2, respectively. The reports are for the periods covering December 1, 2015 to November 30, 2016 (“2015-2016 Reporting Period”) and December 1, 2016 to November 31, 2017 (“2016-2017 Reporting Period”) (the 2015-2016 Reporting Period and the 2016-2017 Reporting Period, together, the “Audit Period”).

The Stations’ website addresses are www.kool1017.com, www.kkcb.com, www.mix108.com, and www.squatchrocks.com. The Unit’s most recent public file report is posted on each of these websites. The date of each full-time hire during the Audit Period is provided in the Unit’s EEO public file reports for the Audit Period (see Exhibit 1 and Exhibit 2).

Please note that the final EEO public file report covering December 1, 2016 to November 31, 2017 (“2016-2017 Reporting Period”) under Exhibit 2 has now been uploaded to the four station websites and to the stations’ online public files. A previous working copy (not the final) was inadvertently uploaded to the FCC site and the stations’ web sites. The report included in Exhibit 2 is the correct version and reflects two corrections to Section II (Recruitment Source List), namely the addition of one interview to “Interviews Referred by RS # 4 (Radio Online)” and the revision of the total number of interviews to 72.

b. **Supporting Documentation for Vacancies.** Copies of all available communications retained by the Unit announcing the vacancies for the full-time positions filled during the Audit Period, including announcements sent to organizations entitled to vacancy announcements, are attached as Exhibit 4. Townsquare Duluth was unable to obtain documentation supporting the Internal Referrals for the Account Manager positions noted in the 2015-2016 Reporting Period. The only potential source for this information – emails from a former Townsquare Duluth employee – no longer is accessible.

c. ***Total Number of Interviewees and Referral Sources.*** The total number of interviewees for each full-time vacancy filled during the Audit Period and the referral sources for each interviewee are provided in Exhibit 3.

d. ***Documentation of Recruitment Initiatives.*** The Unit personnel involved in each recruitment initiative performed during the Audit Period are reflected in the EEO public file reports (see Exhibit 1 and Exhibit 2). All available documentation of these initiatives is provided in Exhibit 5. The Unit currently has a total of 17 full-time employees. The Stations operate in a market with a population that is greater than 250,000.¹ Therefore, the Unit is required to perform four recruitment initiatives within a two-year period pursuant to 47 C.F.R. §§ 73.2080(c)(2) and (e)(3).

e. ***Discrimination Complaints.*** There are no pending or resolved complaints alleging unlawful discrimination in the employment practices of the Unit during the current license term.

f. ***Management's EEO Responsibilities.*** EEO compliance is an integral function of management at all levels within the Unit. Discussing and addressing on-going recruitment efforts, employee issues, available opportunities and the need for additional employee training are part of the monthly Department Head Meeting. The General Manager ensures that all department heads are well informed on current EEO policies and consistently reviews recruitment activities and emphasizes ways the Unit's leadership can promote positive employee engagement on a daily basis. The General Manager also strives to ensure that all facets of recruitment and hiring are fully inclusive and non-discriminatory. The General Manager and Unit leadership carefully follow job posting guidelines and work directly with the Business Manager and Corporate HR Team to ensure full EEO compliance. All job filings are approved by the General Manager and submitted to the corporate HR Department for Executive approval. Upon approval, the General Manager and Department Head work directly with the HR Department to ensure proper posting, receipt of applications and maintenance a detailed log of respondents. The General Manager and Unit leadership are consistently updated on EEO requirements through the Unit's corporate HR Department, the National Association of Broadcasters, the Minnesota Broadcasters Association and the Unit's legal services.

g. In addition, Townsquare Duluth works diligently to ensure that all employees and applicants are aware of the Unit's EEO policy. Upon commencement of employment, every employee receives a copy of Townsquare Media's Employee Policy Manual, which contains a description of the Unit's EEO policy. The EEO policy and other employment-related regulations are also posted in common areas of the Stations, and all of the Stations' websites state that Townsquare Duluth is an equal opportunity employer. In addition, EEO guidelines are frequently discussed during monthly Department Head Meetings. Special EEO meetings may be held for management to disseminate any new information regarding EEO guidelines. Applicants are informed of the Unit's EEO policies through the interview process and by the application itself, which includes the policy. The Unit's job notices inform potential applicants that Townsquare Duluth is an equal opportunity employer.

h. ***Analysis of EEO Program's Effectiveness.*** The success of Townsquare Duluth's EEO recruiting program is vital to the success of the Unit, and management therefore devotes a significant amount of time and resources to evaluating the success of its outreach initiatives, and the program as a

¹ Stations are located in the Duluth, MN-WI Metropolitan Statistical Area, which has a population of 279,771 according to the 2010 U.S. Census.

whole. In addition to outreach through traditional recruitment entities, job fairs and community events, the General Manager and Department Heads make every effort to broaden the Unit's reach by engaging with a wide variety of community organizations. The leadership is in direct contact with local business associations, industry associations, multiple Chamber of Commerce organizations, area Universities, Colleges, and Vocational Schools. Management consistently reviews its recruitment and outreach efforts to ensure that the Stations receive a wide variety of qualified applicants for all employment positions.

Management has determined that participation in local job fairs and career fairs, coupled with the Unit's vacancy-specific announcements and its internship and mentorship programs, allow station personnel to come into contact with, and select employees from, a wide cross-section of members in the community. And the Unit continually evaluates and modifies its programs to ensure and optimize recruiting success. In addition, Townsquare Duluth draws upon the human resources department of its parent, Townsquare Media, to monitor and ensure its own EEO compliance.

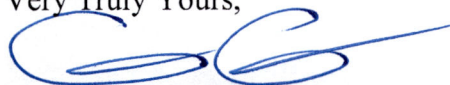
h. ***Analysis of Pay, Benefits and Selection Techniques.*** Townsquare Duluth strives to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the Unit provides equal opportunities to all employees and applicants.

Townsquare Duluth does not have any union agreements and is not a religious broadcaster. Townsquare Duluth does not program any stations pursuant to a time brokerage agreement.

I certify that the information and statements herein are true, complete, correct to the best of my knowledge and belief, and are made in good faith. I acknowledge that the attached exhibits are considered material representations.

Please address any questions concerning this letter to Townsquare Duluth's counsel, Howard Liberman of Wilkinson Barker Knauer, LLP, at (202) 383-3373.

Very Truly Yours,



Christopher Kitchen
Executive Vice President
General Counsel

Exhibit 1

EEO Public File Report for 2015-2016 Reporting Period

2016 EEO PUBLIC FILE REPORT
Townsquare Media Duluth License, LLC
KBMX(FM)/KKCB(FM)/KLDJ(FM)/WEBC(AM)
[Dec.2015-Nov. 2016]

Section 1. Vacancy List

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS that Referred the hiree
Receptionist/Traffic Assistant	31, 35	31
Receptionist/Traffic Assistant	18, 31	31
Account Manager	18, 33, 34, 35	33
Account Manager	18, 33, 34, 35	18
Assistant Digital Managing Editor	1, 31, 33, 36	31
Assistant Business Manager	18, 33, 34	18

Section 2. Recruitment	RS Information	RS Entitled to Vacancy Notification? (Yes/No)	No. of Interviews Referred by RS over 12- month period
Source ListRS Number			
1	Transfers other Markets/Internal	No	1
2	Joel Denver All Access Music Group 28955 Pacific Coast Highway, Suite 210 Malibu, CA 90265 310.457.6616 (p)	No	
3	Lon Helton Radio & Records 2049 Century Park East, 41st Floor Los Angeles, CA 90067 Tel 310-553-4330	No	
4	Radio Online www.radioonline.com	No	
5	Rhonda Rutford Minnesota WorkForce Center-Duluth 320 West 2nd Street, Suite 205 Duluth, MN 55802 (218) 723-4755; (218) 730-5952	No	
6	Job PostingsDuluth Workforce Development 411 West 1st Street, Room 332 City Hall, Duluth, MN 55802 (218) 730-5770; fax: (218) 723-4734	No	
7	Kathy LaTour Duuth Women's Club 2400 EastSuperior Street Duluth, MN 55812 (218) 724-3168	No	
8	Patricia Grace Fond Du Lac Tribal and Community College 2101 14 th Street Cloquet, MN 55720 (218) 879-0819; (218) 879-0814	No	
9	Allison Iacone Wisconsin Indianhead Technical College 600 North 21st Street Superior, WI 54880 (715) 394-6677 ext. 6329; fax: (715) 394-4598	No	
10	Paul Waterman Lake Superior College 2101 Trinity Road Duluth, MN 55811 (218) 733-7717; fax: (218) 723-4857	No	

11	Megan Eischen Minnesota Broadcasters Association 3033 Excelsior Blvd, Suite 301 Minneapolis, MN 55416 (612) 926-8123	No	
12	Carrie Taylor-Kemp College of St. Scholastica 1200 Kenwood Avenue Duluth, MN 55811 (218) 625-4882; fax: (218) 723-6482 Post online: www.css.edu	No	
13	Julie Westerlund University of Minnesota-Duluth 1049 University Avenue Duluth, MN 55812 (218) 722-9263; fax: (218) 726-7505	No	
14	University of Wisconsin-Superior P.O. Box 2000 Superior, WI 54880 (715) 394-8024; fax: (715) 394-8027 Post online: www.ecampusrecruiter.com/uwsuper	No	
15	MN Job Bank Minnesotaworks.net	No	
16	On Air KKCB, KLDJ, WEBC & KBMX	No	
17	Referral (Outside)/Walk-In/Internal Candidate	No	
18	Referral (Employee)	No	6
19	Referral (Manager)	No	
20	Referral (Corporate)	No	
21	Kimberly Wray, SPHR, ARM Director of HR Services Myclearcareers.com Clear Channel Worldwide 200 East Basse San Antonio, TX 78209 210-832-3429 direct	No	
22	Karol Baumeister Career Services Brown College 1440 Northland Drive Mendota Heights, MN 55120 Phone: (651) 905-3509; Fax: (651) 905-3550	No	
23	Mary Ann Grymala Wisconsin Job Center 1805 North 14th Street, Suite 1 Superior, WI 54880 Phone: 392-7800; Fax: 888-491-5680 Post online: http://dwd.wisconsin.gov/jobnetbusiness supempservices@dwd.state.wi.us	No	
24	Superior Chamber of Commerce 205 Belknap Street Superior, WI 54880 (715) 394-7716 (715) 394 3810 Fax www.superiorchamber.org	No	
25	http://mediastaffingnetwork.com/pages/post_a_job/105.php	No	
26	Duluth News Tribune 424 West 1 st Street Duluth, MN 55802	No	

27	Radio and Television Business Report c/o April McLynn P.O. Box 6633 Woodbridge, VA 2219 (703) 490-3099 www.rbr.com	No	
28	Inside Radio www.insideradio.com	No	
29	Craigslist www.craigslist.com	No	
30	Wisconsin Broadcasters Association 44 E Mifflin St Suite 900 Madison, WI 53703 (608) 255-2600 www.wi-broadcasters.org	No	
31	Indeed.com	No	16
32	Ziprecruiter.com	No	
33	Jobvite	No	10
34	Career Builder	No	3
35	LinkedIn	No	4
36	Mix108.com	No	9
Total Number of Interviews over 12-month period: <u>49</u>			

Section 3. Recruitment Initiative Form

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY & SCOPE OF BROADCASTER'S PARTICIPATION
1	Northland Job Fair	Townsquare Media Duluth had a booth set up at the Northland Job Fair. It took place on April 5, 2016 at the Duluth Entertainment Convention Center. Derek Falter (Market President) was present in representing employment opportunities at the Duluth Branch of Townsquare Media.
2	WITC Job Fair	Townsquare Media Duluth had a booth set up at the Wisconsin Indian Technical College Job Fair. It took place on April 14, 2016 at WITC. Derek Falter (Market President) was present in representing employment opportunities at the Duluth Branch of Townsquare Media.
3	Internship	Townsquare Media Duluth offered an internship to a college student from May 24 th to August 20, 2016. As an intern, the student was given the opportunity to observe the operations of <i>all</i> the different departments of Townsquare Media's various operations (radio jocks, traffic/production department, sales department, business department, and media/online department). They were also was involved in various events in which Townsquare Media was involved (Insane Inflatable 5k, Krazy Kids Inflatable Fun Run). In addition, they were given tasks to gain experience in the radio/digital work environment.
4	Tour and Presentation	Townsquare Media Duluth offered a tour of the building and informational presentation on radio station operations/broadcasting to a group of Media Studies students from Lake Superior College in Duluth. Students from the media class at came in for a tour and shadowed Chris Allen for a day. He talked about his job, took questions, and brought them around for a tour and as well as played production.
5	Employee Growth/Training Opportunity	KLDJ-FM, KKCB-FM, KBMX-FM and WEBC-AM sent 2 current employees, Lacey Johnston and Tony Hart, to participate in Leadership Program put on by the Cloquet Chamber of Commerce. Leadership training from November 2015-April 2016 for personal and professional growth.

Exhibit 2

EEO Public File Report for 2016-2017 Reporting Period

EEO PUBLIC FILE REPORT
Townsquare Media Duluth License, LLC
KBMX(FM)/KKCB(FM)/KLDJ(FM)/WEBC(AM)
[Dec.2016-Nov.2017]

Section 1. Vacancy List

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS that Referred the hiree
Assistant Business Manager	18, 21, 32, 34, 35, 36	18
Account Executive	18, 20, 32, 34, 35, 36	18
KKCB On-Air Talent	2, 4, 11, 18	2

Section 2. Recruitment Source List

RS Number	RS Information	RS Entitled to Vacancy Notification? (Yes/No)	No. of Interviews Referred by RS over 12-month period
1	Transfers other Markets/Internal	No	
2	All Access Music Group	No	2
3	Radio & Records	No	
4	Radio Online	No	1
5	Minnesota WorkForce Center-Duluth	No	
6	Duluth Workforce Development	No	
7	Duluth Women's Club	No	
8	Fond Du Lac Tribal and Community College	No	
9	Wisconsin Indianhead Technical College	No	
10	Lake Superior College	No	
11	Minnesota Broadcasters Association	No	1
12	College of St. Scholastica	No	
13	University of Minnesota-Duluth	No	
14	Career Services University of Wisconsin-Superior	No	
15	MN Job Bank	No	
16	On Air KKCB, KLDJ, WEBC & KBMX	No	
17	Referral (Outside)/Walk-In/Internal Candidate	No	
18	Referral (Employee)	No	7
19	Referral (Manager)	No	
20	Referral (Business)	No	5
21	Referral (Candidate)	No	1

22	Myclearcareers.com Clear Channel Worldwide	No	
23	Career Services Brown College	No	
24	Wisconsin Job Center	No	
25	Superior Chamber of Commerce	No	
26	Media Staffing Network	No	
27	Duluth News Tribune	No	
28	Radio and Television Business Report	No	
29	Inside Radio	No	
30	Craigslist	No	1
31	Wisconsin Broadcasters Association	No	
32	Indeed.com	No	42
33	Ziprecruiter.com	No	
34	Townsquaremedia.com	No	9
35	LinkedIn	No	2
36	Market Outreach	No	1
Total Number of Interviews over 12-month period: 72			

Section 3. Recruitment Initiative Form

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	DATE	BRIEF DESCRIPTION OF ACTIVITY & SCOPE OF BROADCASTER'S PARTICIPATION	RECRUITING STAFF IN ATTENDANCE
1	Tour and Presentation	4/15/17 10/10/17	Townsquare Media Duluth offered tours of the building and informational presentation on radio station operations/broadcasting to a group of Media Studies students from Lake Superior College in Duluth. Students from the media class at came in for a tour and shadowed Chris Allen for a day. He talked about his job, took questions, and brought them around for a tour and as well as played production.	Chris Allen and Ian LaFont
2	Internship	2/15/17 to 2/17/17	Student Board Ops from Lake Superior College in Duluth – assisted in studio during our St. Jude's radio-a-thon February. The Students were taught how to run a live board.	Duluth Townsquare Media Staff
3	Internship	4/17/17 to 5/26/17	Student from area High School worked alongside of programming on an audio and digital video project. The student was assisted by on air talent Chris Allen and worked with Digital Assistant Josh Koop. This was a 6-week program, 2 days week for 3 hours a day.	Chris Allen and Josh Koop
4	Employee Growth/Training Opportunity	9/5/17 to 9/29/17	New AE hire participated in the TSU University program.	Mary Niemeyer Matt Kiger

Exhibit 3

Date of Each Full-Time Hire

Referral Sources for Interviewees for each Vacancy Total Interviewees for Each Vacancy



New Job Vacancy

General Information:

1. Job Title: Receptionist/Traffic Assistant
2. Station: All
3. Date Position Filled: 12/7/2015

Recruitment Source (RS):

No. of Interviewees Referred by RS for this Vacancy:

- | | |
|--------------|----------|
| • Indeed.com | <u>4</u> |
| • LinkedIn | <u>2</u> |

Total Number of Interviewees for this vacancy:

6

RS Referring Hiree : Indeed.com



New Job Vacancy

General Information:

1. Job Title: Receptionist/Traffic Assistant
2. Station: All
3. Date Position Filled: 2/2/2016

Recruitment Source (RS):

No. of Interviewees Referred by RS for this Vacancy:

- | | |
|-----------------------|----------|
| • Indeed.com | <u>5</u> |
| • Referral (Employee) | <u>1</u> |

Total Number of Interviewees for this vacancy:

6

RS Referring Hiree : Indeed.com



New Job Vacancy

General Information:

1. Job Title: Account Manager
2. Station: All
3. Date Position Filled: 12/7/2015

Recruitment Source (RS):

No. of Interviewees Referred by RS for this Vacancy:

• Referral (Employee)	<u>1</u>
• Jobvite	<u>1</u>
• Career Builder	<u>1</u>
• LinkedIn	<u>1</u>

Total Number of Interviewees for this vacancy:

4

RS Referring Hiree: Jobvite



New Job Vacancy

General Information:

- 7. Job Title: Account Executive
- 8. Station: All
- 9. Date Position Filled: 7/31/2017

Recruitment Source (RS):

No. of Interviewees Referred by RS for this Vacancy:

• Referral (Employee)	<u>2</u>
• Referral (Business)	<u>5</u>
• Indeed.com	<u>6</u>
• Townsquaremedia.com	<u>4</u>
• LinkedIn	<u>1</u>
• Market Outreach	<u>1</u>

Total Number of Interviewees for this vacancy: 19

RS Referring Hiree: Referral (Employee)

Exhibit 4

Documentation of Recruitment for Vacancies

NOTE: The following forms of announcement were sent to various recruitment sources, including those listed on the annual EEO public file reports.



To Whom this may concern:

Townsquare Media Duluth Minnesota is seeking a qualified individual to add to our team as a full-time Receptionist/Traffic Assistant. I have enclosed a job description of the position available. It would be greatly appreciated if you could please post the job opening(s) availability for 15 days from receipt of this notification. Thank you for your attention to this matter.

Townsquare Duluth

Human Resources

218-727-4500To Whom this may concern:



Receptionist/Traffic Assistant

A position for a Receptionist/Traffic Assistant at Townsquare Media Duluth (KKCB-FM, KLDJ-FM, KBMX-FM, WEBC-AM/FM) is now available. Prior receptionist/administrative assistant experience a must.

As an integral member of the radio station's support team, this position will not only assist various departments but will serve as the primary greeter to listeners and customers calling in or visiting the stations. Candidates must have an outgoing personality, professional and friendly demeanor and the ability to multi-task in a fast-paced environment. Qualifying candidates must have excellent computer and organizational skills and a positive track record of good communication skills in working with the public and internal team members.

Townsquare Media offers a fun work environment, comprehensive training and a full benefits package.

Please send resume and salary history to:
Derek Falter, Market President Townsquare Duluth
Derek.falter@townsquaremedia.com



To Whom it May Concern:

Townsquare Media Duluth Minnesota is seeking a qualified individual to add to our team full time as an Account Manager. I have enclosed a job description of the position available. It would be greatly appreciated if you could please post the job opening(s) availability for 15 days from receipt of this notification. Thank you for your attention to this matter.

Townsquare Duluth
Human Resources
218-727-4500



Account Manager

A position for an Account Manager at Townsquare Media Duluth (KKCB-FM, KLDJ-FM, KBMX-FM, WEBC-AM/FM) is now open. Minimum 2+ years of local media sales experience required.

Candidates must have an established sales track record with a documented history of exceeding monthly sales goals. Townsquare Media is looking for a hard-working, self-motivated individual who is client-focused with a clear working knowledge of local direct business and digital marketing.

In addition to managing an existing list of accounts this position will be focused on new business development. Townsquare Media offers a fun work environment, comprehensive training and a full benefits package.

Please send resume and salary history to:
Derek Falter, Market President Townsquare Duluth
Derek.falter@townsquaremedia.com



To Whom this may concern:

Townsquare Media Duluth Minnesota is seeking a qualified individual to add to our team as a full-time Assistant Digital Managing Editor. I have enclosed a job description of the position available. It would be greatly appreciated if you could please post the job opening(s) availability for 15 days from receipt of this notification. Thank you for your attention to this matter.

Townsquare Duluth
Human Resources
218-727-4500



Assistant Digital Managing Editor

A position for an Assistant Digital Managing Editor at Townsquare Media Duluth (KKCB-FM, KLDJ-FM, KBMX-FM, WEBC-AM/FM) is now available.

This individual will work alongside the Digital Manager Editor in a combined effort to oversee the editorial operations of the stations digital properties. This includes the station websites, social media, YouTube and online broadcast streams. Candidates must have excellent communication skills, especially in writing and editing. Familiarity with AP style, web style writing, WordPress web platform and HTML are a plus. Experience in video production, shooting footage, editing and uploading to the web is ideal.

Townsquare Media offers a fun work environment, comprehensive training and a full benefits package.

Please send resume and salary history to:
Nick Stoltman, DME Townsquare Duluth
Nick.stoltman@townsquaremedia.com



To Whom this may concern:

Townsquare Media Duluth Minnesota is seeking a qualified individual to add to our team as a full-time Assistant Business Manager. I have enclosed a job description of the position available. It would be greatly appreciated if you could please post the job opening(s) availability for 15 days from receipt of this notification. Thank you for your attention to this matter.

Townsquare Duluth
Human Resources
218-727-4500



Assistant Business Manager

A position for an Assistant Business Manager at Townsquare Media Duluth (KKCB-FM, KLDJ-FM, KBMX-FM, WEBC-AM/FM) is now available.

This individual will handle a variety of general accounting and office activities including; assisting with month end financials, accounts receivable, accounts payable, budget preparation, financial forecasting and payroll functions.

The ideal candidate must have excellent analytical skills, strong organization skills, outstanding written and verbal communication skills and the ability to work under pressure to meet tight deadlines.

Townsquare Media offers a fun work environment, comprehensive training and a full benefits package.

Please send resume and salary history to:
Andrea Lambrecht, Regional Business Manager
Andrea.lambrecht@townsquaremedia.com



To Whom it May Concern:

Townsquare Media Duluth Minnesota is seeking a qualified individual to add to our team full time as an Account Executive. I have enclosed a job description of the position available. It would be greatly appreciated if you could please post the job opening(s) availability for 15 days from receipt of this notification. Thank you for your attention to this matter.

Townsquare Duluth
Human Resources
218-727-4500



Account Executive

A position for an Account Executive at Townsquare Media Duluth (KKCB-FM, KLDJ-FM, KBMX-FM, WEBC-AM/FM) is now open. Minimum 2+ years of local media sales experience required.

Candidates must have an established sales track record with a documented history of exceeding monthly sales goals. Townsquare Media is looking for a hard-working, self-motivated individual who is client-focused with a clear working knowledge of local direct business and digital marketing.

In addition to managing an existing list of accounts this position will be focused on new business development. Townsquare Media offers a fun work environment, comprehensive training and a full benefits package.

Please send resume and salary history to:
Mary Niemeyer, Market President
Mary.niemeyer@townsquaremedia.com



To Whom this may concern:

Townsquare Media Duluth Minnesota is seeking a qualified individual to add to our on air team as a full time Co-host of the B105 Morning Show (KKCB-FM). I have enclosed a job description of the position available. It would be greatly appreciated if you could please post the job opening(s) availability for 15 days from receipt of this notification. Thank you for your attention to this matter.

Townsquare Duluth
Human Resources
218-727-4500



KKCB-FM (B105) in Duluth, Minnesota has a rare opening for a morning show co-host. In fact, this opportunity hasn't been available for 20 years! We are looking for a true co-host, not a sidekick, to work with Ken Hayes on The Breakfast Club. This would be someone who would bring a fun personality, ideas, and the ability to engage our listeners each morning, as well as on personal appearances and 'live broadcasts.

The ideal candidate has a strong background in creating relevant, topical content for on air, online and video. You should have an understanding of the country format and the audience that it serves. A connection with a 25-54 year-old listener and online follower and their lifestyle is beneficial.

You must be willing to learn to create cool, creative videos, as well as blog on our website and connect through social media. We will provide the resources and a fun, dedicated team to work with.

We're moving quickly on this so submit your best material, attention OM David Drew (daviddrew@townsquaremedia.com), as soon as possible. Please submit resume, references, and audio. Writing and/or video samples are a plus.

Townsquare Media is an Equal Opportunity Employer.

NOTE: The following pages contain samples of the vacancy announcements as they ran in various recruitment sources.

Receptionist/Traffic Assistant - Duluth

[Apply Now](#)

at Townsquare Media ([View all jobs](#))

Duluth, Minnesota, United States

Townsquare Media Group MN, United States (Duluth)

Townsquare Media Duluth includes well-known brands like Kool 101.7, B105, Mix 108, and ESPN radio.

Receptionist/Traffic Assistant - Full Time w/ Benefits Monday - Friday, 8am-5pm

Townsquare Media Duluth has an immediate opening for a full-time Receptionist/Traffic Assistant. As an integral member of the radio station's administrative support staff, this position requires an outgoing personality and professional but friendly demeanor, with the ability to be flexible and multi-task in a busy atmosphere.

Job duties to include operation of a multi-line switchboard, receiving and directing incoming calls, distribution of prize giveaways to contest winners including maintenance of prize winners" paperwork, greet and assist station visitors, maintenance of a log of all job applicants that come to the station offices, the daily sorting and distribution of incoming mail, assist Traffic Coordinator with daily logs and monthly billing, order and maintain office supplies, and other various administrative duties. The successful Receptionist will also be familiar with radio station promotions and events, as well as programming content and the station's on-air personalities.

Qualifications: The successful Candidate will be: Team-oriented Possess excellent computer (Microsoft Word, Excel, Powerpoint) Have organizational and interpersonal skills A demonstrated ability to work with minimal supervision. Work experience in an Administrative support/Receptionist position required, with this prior experience having been gained in broadcasting, or other media- related business operation is a plus.

About Us

Townsquare Media Group is a diversified media, entertainment and digital marketing services company that owns and operates radio, digital and live event properties. The Company specializes in creating and distributing original entertainment, music and lifestyle content. Its assets include 312 radio stations and over 325 local companion websites in 66 small to mid-sized markets, making it the third largest owner of radio stations, a national portfolio of music and entertainment digital properties reaching over 50 million US unique visitors monthly, including Taste of Country, Diffuser.fm, Ultimate Classic Rock, Loudwire, The FW, GuySpeed, ScreenCrush and PopCrush, approximately 500 live music and non-music events annually, and Seize the Deal, an E-commerce business.

TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.

Apply for this Job

* Required

First Name *

Last Name *

Email *

Key Account Manager KAM – Duluth, MN

Apply Now

at Townsquare Media ([View all jobs](#))

Duluth, Minnesota, United States

Key Account Manager KAM – Townsquare Media Duluth, MN

Summary

We seek a Key Account Manager for KOOL 101.7, B105, MIX 108 and ESPN Radio 560 WEBC who is an experienced, intelligent and ambitiously interactive advertising sales professional to join a highly dynamic media and entertainment environment across radio, digital, event and interactive platforms.

Essential Duties and Responsibilities

The Key Account Manager (KAM) works with local and regional advertising agencies to increase revenues and market share selling all Townsquare Media's assets. Highly specialized member of the local sales team with a specific focus on local agency revenue. KAM must be detail oriented, proactive and a leader. Develops deep relationships with local advertising agencies beyond the buyer level. Has a professional relationship with each of the local clients that local agencies represent. Knows how to price, package and position for maximum share. Tracks local market data including station avails, pricing, local assets, sponsorship opportunities etc. Local point-of-contact for import business from another Townsquare market. Has excellent working knowledge of all of Townsquare's assets and how to use them for the benefit of the client. Focuses selling digital and event in addition to radio, and utilizes the DSM and LEM to tell the Townsquare story to the agency, and to help close cross-platform business. Seeks out, calls on and secures business from digital agencies in addition to traditional agencies, and calls on the digital buyer at traditional agencies. Is welcomed by the agencies as a trusted resource and partner, not just another media vendor.

Qualifications

- BA/BS in Business, Marketing or Communications recommended or equivalent combination of education and experience. Previous radio/media sales experience desired. Must have basic knowledge of Microsoft Office. Position requires excellent organizational/time management skills. Must be self-motivated, self-disciplined, have a positive attitude and be an effective communicator. Requires valid driver's license, vehicle insurance and dependable transportation.

TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.

Apply for this Job

* Required

First Name *

Last Name *

Assistant Digital Managing Editor

[Apply Now](#)

at Townsquare Media ([View all jobs](#))

Duluth, MN

Townsquare Media Group MN, United States (Duluth)

Townsquare Media Duluth includes well-known brands like Kool 101.7, B105, Mix 108, and ESPN radio.

Assistant Digital Managing Editor

Townsquare Media Duluth has an immediate opening for a full-time, salaried Assistant Digital Managing Editor. This individual will work in concert with the Digital Managing Editor in the process of overseeing the editorial operations of our digital properties; which include our radio station websites, social media accounts, YouTube Channels, and online broadcast streams with the core focus of creating vital, engaging, and locally-oriented digital content and growing the audience for that content.

The right candidate is a self-starting individual that can thrive in a fast-paced, deadline-oriented team environment with an ability to not only conceptualize entertaining and informative content ideas, but also be able to execute the process to bring these ideas to our audience.

Experience/Skills: The successful candidate should have strong communication skills, especially in writing and editing. This individual should be able to write using various tones, from humorous to informative, depending on the subject. Familiarity with AP Style and other web writing styles, the WordPress web platform, and HTML are all a plus.

A general knowledge of the video production process is also important, with an ability conceptualize, shoot, edit, and publish video to the web. Experience with iMovie, Final Cut Pro, and publishing content to YouTube are a plus.

ABOUT US

Townsquare Media Group is a diversified media, entertainment and digital marketing services company that owns and operates radio, digital and live event properties. The Company specializes in creating and distributing original entertainment, music and lifestyle content. Its assets include 312 radio stations and over 325 local companion websites in **66 small to mid-sized markets**, making it the third largest owner of radio stations, a national portfolio of music and entertainment digital properties reaching over 50 million US unique visitors monthly, including **Taste of Country, Diffuser.fm, Ultimate Classic Rock, Loudwire, The FW, GuySpeed, ScreenCrush** and **PopCrush**, approximately 500 live music and non-music events annually, and **Seize the Deal**, an E-commerce business.

TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.

Apply for this Job

* Required

First Name *

Last Name *

Assistant Business Manager

[Apply Now](#)

at Townsquare Media ([View all jobs](#))

Duluth, MN

Townsquare Media Group MN, United States (Duluth)

Townsquare Media Duluth includes well-known brands like Sasquatch 106.5, Kool 101.7, B105, and Mix 108.

Assistant Business Manager

POSITION OVERVIEW: Handles a variety of accounting and general office activities by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assisting in monthly financial close and preparation of balance sheet reconciliations
- Accounts Receivable including collections, processing credit applications, and posting payments.
- Accounts Payable coding, processing and day to day vendor relationship management
- Payroll functions, including preparing commission schedules, maintaining employee personnel files, and preparing new hire and termination paperwork.

SUGGESTED QUALIFICATIONS/EDUCATION:

- Strong analytical skills
- Strong organizational skills and able to work under pressure to meet timely deadlines
- Extensive computer experience in accounting and database software. Great Plains experience is preferred. Must also be proficient in Microsoft Excel and Word.
- Outstanding verbal and written communication skills
- The ability to act independently and in a team
- The commitment to get the job done
- The ability to thrive in a fast paced environment

BENEFITS

- Medical/Dental/Vision insurance package, paid vacation and 9 paid holidays per year
- Career advancement opportunities

About Us

Townsquare Media Group is a diversified media, entertainment and digital marketing services company that owns and operates radio, digital and live event properties. The Company specializes in creating and distributing original entertainment, music and lifestyle content. Its assets include 309 radio stations and over 325 local companion websites in **66 small to mid-sized markets**, a national portfolio of music and entertainment digital properties reaching over 50 million US unique visitors monthly, including **Taste of Country, XXL Mag, Diffuser.fm, Ultimate Classic Rock, Loudwire, The FW, GuySpeed, ScreenCrush** and **PopCrush**, approximately 550 live music and non-music events annually, and **Seize the Deal**, an E-commerce business. Additionally, Townsquare also operates **Townsquare Cares**, a non-profit organization that seeks to better the lives of troops and their families.

TOWNSQUARE MEDIA BROADCASTING, LLC MAINTAINS A DRUG-FREE WORKPLACE AND IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. APPLICANTS MUST BE ELIGIBLE TO WORK IN THE U.S.

Apply for this Job

* Required

First Name *

Media and Digital Sales Executive

Apply Now

at Townsquare Media ([View all jobs](#))

Duluth, MN

Townsquare Media Group MN, United States (Duluth)

Townsquare Media Duluth includes well-known brands like Kool 101.7, B105, Mix 108, and 106.5 Sasquatch.

Media and Digital Sales Executive

Are you Commission Driven? Have a sense of what it takes to win? If you want to grow professionally, can move at the speed of light and still have fun - Well then we want to talk to you.

Townsquare Media is looking for a dynamic sales executive to join our media and digital advertising team. You will be selling local advertising for our innovative stations.

Responsibilities

- Prospect for qualified local and regional businesses; conduct thorough Customer Needs Analysis (C N A); present and close appropriate marketing solution programs. These programs may include any of Townsquare Media's many assets for clients: Broadcast and Online radio, digital products such as display, streaming, loyalty programs, e-commerce, audience extension and digital marketing services.
- Leverage our live event platform through sponsorship and sales programs to new and existing clients.
- Create new relationships with local and regional businesses in our area.
- Work with local and corporate marketing teams to develop campaign support materials.
- Responsible to accurately project revenues, meet and exceed monthly budgets for all product lines and overachieve annual budgets.
- Enter new customer data and other sales contract details for station clients.
- Follow accountabilities set forth by your Sales Manager to help guide you to success achieving monthly sales quotas consistently.
- Provide insight and value to executive management to shape the future of our organization.

Qualifications

- Goal oriented, a strong work ethic and a strong desire to learn.
- Previous sales experience. A history of success with customers and a proven ability to develop and grow revenue.
- Knowledge and experience with digital media.
- The successful candidate will be smart, curious, tenacious, entrepreneurial, independent, passionate, and enthusiastic, and work with urgency to meet deadlines.
- Accomplished at prospecting and qualifying.
- Ability to engage clients quickly and develop rapport, with excellent communication and problem-solving skills.
- Associates/Bachelor's business/marketing-related degree or equivalent experience.
- Valid driver's license, auto insurance, and vehicle required.

Benefits

- Weekly, Monthly, and Quarterly contests
- 3 weeks of Vacation Time
- Company provided Laptop
- Medical, Dental, and Vision Insurance
- 401(k) Retirement Plan
- High Energy Work Environment
- Opportunity for Upward Mobility
- The growth opportunity is great. TSM is a fast growing public company offering unlimited earning potential to our managers and salespeople.



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POSTREPLY

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Country Mornings On The Shores Of Lake Superior

By [ikkdavid](#) » Wed Aug 30, 2017 10:19 am

[ikkdavid](#)

Posts: 6

Joined: Tue Nov 10, 2009 6:06 pm

KKCB-FM ([B105](#)) the #1 country station in Duluth, Minnesota has a rare opening for a morning show co-host. In fact, this opportunity hasn't been available for 20 years! We are looking for a true co-host, not a sidekick, to work with Ken Hayes on the highly rated Breakfast Club. We need someone who brings a fun personality, ideas, and the ability to engage our listeners each morning, as well as on personal appearances and remote broadcasts.

The ideal candidate has a strong background in creating relevant, topical content for on air, online and video. You should have an understanding of the country format and the audience that it serves. A connection with a 25-54 year-old listener and online follower and their lifestyle is beneficial.

You must be willing to learn to create cool, creative videos, as well as blog on our website and connect through social media. We will provide the resources to succeed and a fun, dedicated team to work with.

We're moving quickly on this so submit your best material, attention OM David Drew (daviddrew@townsquaremedia.com), as soon as possible. Please submit resume, references, and audio. Writing and/or video samples are a plus.

Townsquare Media is an Equal Opportunity Employer.

POSTREPLY

1 post • Page 1 of 1

B105 Morning Show Co-Host (KKCB-FM)

KKCB-FM (B105) in Duluth, Minnesota has a rare opening for a morning show co-host. In fact, this opportunity hasn't been available for 20 years! We are looking for a true co-host, not a sidekick, to work with Ken Hayes on The Breakfast Club. This would be someone who would bring a fun personality, ideas, and the ability to engage our listeners each morning, as well as on personal appearances and 'live broadcasts. The ideal candidate has a strong background in creating relevant, topical content for on air, online and video. You should have an understanding of the country format and the audience that it serves. A connection with a 25-54 year-old listener and online follower and their lifestyle is beneficial. You must be willing to learn to create cool, creative videos, as well as blog on our website and connect through social media. We will provide the resources and a fun, dedicated team to work with. We're moving quickly on this so submit your best material, attention OM David Drew (david drew@townsquaremedia.com), as soon as possible. Please submit resume, references, and audio. Writing and/or video samples are a plus. Townsquare Media is an Equal Opportunity Employer.

(08-30-17)

Send materials to: David Drew
Townsquare Media Duluth
14 E. Central Entrance
Duluth, MN 55811

Exhibit 5

Documentation of Recruitment Initiatives



FOR IMMEDIATE RELEASE
City of Duluth - Communications Office

411 West First Street, Duluth, Minnesota 55802
218-730-5230 | www.duluthmn.gov | Emily Larson, Mayor

For more information contact Pakou Ly, Public Information Coordinator 218-730-5309

DATE: 3/23/2016

SUBJECT: 7th Annual Northland Job Fair is April 5

BY: Pakou Ly, Communications Office

7th Annual Northland Job Fair is April 5

[Duluth, MN] - The 7th Annual Northland Job Fair is scheduled for April 5 at the Duluth Entertainment Convention Center, Pioneer Hall from 10 AM to 3 PM. This annual event brings together 70+ employers seeking to fill job vacancies. This event is free and open to anyone seeking a job, a career change or networking opportunities. It's a great opportunity to meet face to face with prospective employers without an appointment. Parking at the DECC for this event is free.

Prior to the Job Fair, several workshops are scheduled at the Workforce Center, 402 West First St. to prepare job seekers:

Tuesday, March 29 - 9:00 a.m. - 10:30 a.m. VETERAN'S ONLY

Wednesday, March 30 - 9:00 a.m. - 10:30 a.m.

Monday, April 4 - 1:00 p.m. - 2:30 p.m.

Some employers represented are Essentia Health, ascena retail group, ALLETE, St. Luke's and Odyssey Resorts. The full listing of companies is available at <http://mn.gov/deed/events/NJF16/index.jsp>

TOP STORY

Job Fair to be held at WITC

Apr 11, 2016  0



Area businesses and people who are looking for a job or wanting to change jobs are invited to take part in the Job Fair at the Wisconsin Indianhead Technical College on Thursday, April 14.

The fair will be held from 11 a.m. to 3 p.m. at the college's Conference Center in Rice Lake.

Cloquet Area Chamber of Commerce

2015-2016

Leadership Program



*Turn Knowledge
into Action*

- **Business**
- **Community**
- **Life**

*Enriching the
community one
leader at a time.*

Reach your Potential

Individuals striving to improve their leadership capabilities personally, professionally and civically through training and professional development. Contact the Cloquet Area Chamber of Commerce to receive the program registration form, or visit www.cloquet.com for more information.

Tuition is \$499 for chamber members
\$599 for non-members

November 2015-April 2016





Wed 7/26/2017 4:55 PM

Mary Niemeyer

Townsquare University

To Matt Kiger

Matt,

I believe you sent out an email that Townsquare University is starting up again in September?

I do have a new AE starting on Monday. Eric Erjavec and would like to get him on the list of attendees.

Thank you,

Mary

Mary Niemeyer

Market President/Chief Revenue Officer

Townsquare Media of Duluth

Direct – (218) 279-0031

Mobile – (703) 999-8160

mary.niemeyer@townsquaremedia.com



September 2017 TSU Sign Up



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fx | 6/27/2017

	A	B	C
1	Market	Full Name	Position
2	Amarillo	Ann McNew	Account Executive
3	Bangor	Lucille Sevigny	Account Manager
4	Bangor	Sarah Manfredo	Account Executive
5	Binghamton	Laura Potter	Account Executive
6	Boise	Kat Dollins	Account Executive
7	Cheyenne/Ft. Collins	Tiffany Thomson	Account Executive
8	Danbury	Jacqueline Dee	Account Executive
9	Danbury	Jacqueline Dee	Account Executive
10	Duluth	Eric Erjavec	Account Executive
11	Evansville	Diana Lamp	Account Executive
12	Grand Rapids	Stephanie Gonda	Director of Sales
13	Killeen/Temple	Kevin Ford	Account Executive
14	Lafayette	Jessie Morgan	Account Executive
15	Lafayette	Simone Ancelet	Account Executive
16	Laramie	Andy Hogan	Account Executive
17	New Bedford	Pam Arruda-Evora	Account Executive
18	Odessa	Jeff Andrews	Operations Manager



April 6, 2018

Dear: Chris Allen & Town Square Media;

Chris, I wanted to take this opportunity to Thank you and your organization for the many years of support you have shown to the students in the Media Studies and Production Program at Lake Superior College.

I was recently looking back through the years and students who have taken advantage of the internship, job-shadowing, radio station tours, as well as employment opportunities that Town Square Media has provided. It has easily been 12 years of students finding inspiration to create and edit their sound and advertising projects from the examples you have shared with them during their visits and experiences at the station.

Students have also had the fantastic opportunity to see, first-hand the organization and the work involved in the many roles and positions at Town Square Media. I know it has given them greater opportunity to make more informed decisions about their career paths and options. Students have shadowed on-air personalities, as well as sales and advertising, promotions, trafficking and media management, etc. It has given them so much more to think about in regard to potential employment opportunities.

Once again, I'd like to thank you personally for the incredible effort and availability you have shown over the years in regard to the students enrolled for internship in the Media Studies and Production Program at Lake Superior College. I'd like to also commend Town Square Media on the overwhelming support the organization has extended over the years, and look forward to many more years of incredible opportunity for the students.

Thank you,
Brandon Leno
Media Studies & Production
Lake Superior College
(218) 733-7665

From: Chris Allen

Sent: Tuesday, April 3, 2018 3:49 PM

To: Mary Niemeyer <Mary.Niemeyer@townsquaremedia.com>

Cc: David Drew <David.Lokke@townsquaremedia.com>

Subject: LSC Students

David asked that I send you the names and what we did with LSC students. |

I told him I turned in paperwork to Dani for all the students that sat in with me.

Twice a year since 2010 we have the entire Media department come in for a tour that lasts 2-3 hours.

I sit on the Media Board for LSC and have had that position since 2004

In 2017 for St Jude we had Rachel [REDACTED] and Sarah [REDACTED] come in and help us set up signs for a concert for Eric [REDACTED]

Sarah and Rachel also joined Kevin [REDACTED] for a day to shadow me separately.

Sarah and Rachel also were trained in to run the sound equipment in KOOL 101.7 KLDJ for two days during our St Jude Radiothon.

In 2018 Alec [REDACTED] was trained in to run the sound equipment in KOOL 101.7 KLDJ for two days during our St Jude Radiothon.

In 2018 Alec [REDACTED], Greg [REDACTED], Scott [REDACTED], Isiah [REDACTED], Wynter [REDACTED], Matt [REDACTED] and Victoria [REDACTED] all came for shadow visits from 7 am to noon and it included a tour, explanation of how the on-air software worked, feedback for projects they were working on with advice, seeing how we do our commercials, and explanation of writing and how sales and on-air work together.

There should be public paperwork filled out for all of these.

Internship Agreement

Department of Business and Economics

This Agreement is between the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Superior (Hereinafter referred to as "University") and Townsquare Media (hereinafter referred to as "Facility").

Class Number	Dept/Number	Course Title	Section	Credits	Instructor
Student Name			Student Identification Number		
Local Address			Local Telephone Number		E-mail Address
Major(s)			Credits Earned to Date		
Employer Name Townsquare Media			Employer Address 14 E Central Entrance Duluth, MN 55811		
Employer Telephone Number 218-727.4500			Employer Website townsquaremedia.com		
Supervisor Name Derek J. Falter			Supervisor Address (if different than employer)		
Supervisor Telephone Number 218.279 .0031			Supervisor E-mail Address derek.falter@townsquaremedia.com		

Instructions: Complete page 2 of this form with the assistance of the instructor and sign page 3, **prior to** obtaining the following signatures.


The student intern agrees to perform all assigned duties to the best of his or her ability and to submit all required academic reports.

Student Signature

Date

THE UNIVERSITY AND THE FACILITY JOINTLY AGREE:

1. The parties shall not discriminate in their training or education of any person or in the conditions of training or education or in other actions taken as a result of this Agreement by reason of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. Each party will make reasonable accommodations to assure accessibility to training programs for persons with disabilities;
2. That during the term of this Agreement, the State will indemnify University employees, officers, and agents (students in required training, a credit program, or for graduation) against liability for damages arising out of their activities while acting within the scope of their respective employment or agency, pursuant to §895.46 (I) and §893.82, Stats.;
3. That the Facility will indemnify its employees, officers and agents against liability for damages arising out of their activities while acting within the scope of their respective employment or agency;
4. By executing this agreement, neither the University nor the Facility waives any constitutional, statutory or common law defenses, nor shall the provisions of this agreement create any rights in any third party; and
5. The employer agrees to provide a supervised schedule of work that corresponds with the learning activities listed on the succeeding page, to review the intern's final report for accuracy and quality, and to submit a written evaluation of the intern's performance. Workers' compensation insurance is the responsibility of the employer. The student intern will be paid at the rate of \$ so.00 Per _____


Non-Faculty Supervisor Signature - (Company Representative)

L/2:s. l(p)

Date

Instructor Signature

Date

Department Chair Signature

Student Intern Responsibilities
University of Wisconsin - Superior
Department of Business and Economics

Eligibility Requirements

1. Minimum 2.5 grade point average (GPA). Minimum 2.0 Grade Point Average for T & L Management majors. Employers may establish higher minimums.
2. Admission to the Department of Business and Economics.
3. Specific upper-division courses as specified by catalog and/or employer.

Enrollment Procedures

1. With the assistance of the internship coordinator and the prospective employer, complete the Internship Agreement and obtain the required signatures.
2. You must submit the **Internship Agreement and the Student Intern Responsibilities** to the Department of Business and Economics Office, Erlanson Hall, Room 301, after completion for authorization and to receive your override or permission number before registering. The original agreement is kept on file in the Business and Economics Office.
3. Register for the appropriate course and credits.

Student Responsibilities

1. Perform all duties assigned by work supervisor in a cheerful, timely, and competent manner. Keeping in mind that nothing less than outstanding performance that will reflect well on the University of Wisconsin - Superior is expected.
2. Complete and submit a Weekly Activity Report every Monday.
3. Complete a **comprehensive** final report that must be approved by the supervisor and the Internship Instructor. The report must be typed and meet the requirements of the university's writing policy. The Internship Instructor may refuse to accept the final report until required revisions have been made.

I have read and understand the above student responsibilities and have been given a copy of The Weekly Internship Activity Report (page 4 this packet) and Suggested Outline for the Final Report (page 5 of this packet.)

Student Intern Signature

Date