

Job Posting

Julie Clendenen

Sent: Friday, August 31, 2012 11:19 AM

To: Anderson University [career@anderson.edu]; Ball State University [jmsiewicz@bsu.edu]; Butler University [career@butler.edu]; Christamore House [jon.oren@christamorehouse.org]; Depauw University [careercenter@depauw.edu]; Franklin College [kbixler@franklincollege.edu]; Goodwill Industries Services [tgreen@goodwillindy.org]; Hanover College [careercenter@hanover.edu]; Illinois Center for Broadcasting [placement.lombard@beonair.com]; Indiana State University [martha.reed@indstate.edu]; Indiana University [jeharmon@indiana.edu]; Indianapolis Urban League [asjarvis@indplsul.org]; Ivy Tech Community College [rpatten@ivytech.edu]; Kaplan College [sloomis@kaplan.edu]; Marian College [dworkman@marian.edu]; Marian University [bbenson@marian.edu]; Martin Luther King Center [nwalker@mlk-msc.org]; Martin Luther King Center [wbuckner@mlk-msc.org]; Martin University [ybooker@martin.edu]; University of Indianapolis/WICR-FM [suecker@uindy.edu]

Account Coordinator – WIBC**great media.great people.great service.**

Emmis Communications is the ninth-largest radio broadcaster in the United States based on the number of listeners. The Emmis culture carries at its heart the belief that, in order to succeed, a company must take risks, treat its people well and give them the tools they need to win. Emmis has earned a valued reputation by setting high standards for excellence while creating a fun, exciting and innovative workplace where every individual is a part of the team.

Job responsibilities include, but are not limited to:

- Assist a senior Account Executive with all aspects of the job in a partnership-like approach in which the Account Coordinator demonstrates personal "ownership" of the processes & outcomes.
- Interact with external clients & vendors as well as internal departments
- Gather research, prepare proposals, enter contracts into the computer system, process forms, write scripts, update web-based client marketing materials, make collection phone calls, attend sales meetings & sales training sessions, and go out on appointments when applicable.
- Other duties may be assigned based on the Account Executive's needs.

Successful candidates will possess the following skills/abilities:

- Strong organizational, listening, communications, computer and problem solving skills.
- Ability to do multiple projects at the same time and interact in a professional manner with all departments of Emmis.
- Ability to be trained on industry related software such as Arbitron's Maximizer & Tapscan, Marketron and other research tools.
- Ability to make a minimum two-year commitment to the position.

Education/Experience:

High school diploma or equivalent required. College degree and experience with radio, television, print publication, or advertising/public relations/marketing firm preferred.

Application Process:

If you are a qualified candidate and interested in this position, we encourage you to apply. Please submit a resume and application online at www.emmis.com. No phone calls please.

Emmis Communications (NASDAQ: EMMS) is a diversified media corporation with award-winning radio broadcasting, and magazine publishing operations in markets across the country. Emmis is as well-known for its creative culture as for its operations. Our people are aggressive, knowledgeable and deeply committed to each of the communities in which we operate. Because employees are the key to our success, Emmis offers strong benefits and incentives, including health, dental and life insurance and a 401(k) contribution plan. For more information about Emmis, visit our website at www.emmis.com.

Emmis Communications is an Equal Opportunity Employer

Julie Clendenen

Emmis Communications - WIBC, WLHK, WYXB, WFNI

317-403-6470

jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)**VACANCY DATA FORM**

Full-Time Job Title: Account Manager	Date Filled: 11/29/2012
Recruitment Source ("RS") Referring Hiree: #8 Emmis.com	Total Number of Interviewees: 14

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Cindy Hershman Email: careercenter@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Jon Oren Email: jon.oren@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	4
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Dave Cogozzo Email: placement.lombard@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full- Time Vacancy
12	Anderson University Career Development Center 1100 East 5 th Street, D206 Anderson, IN 46012 Phone: (765) 641-4196 Attn: Tina Faivor Email: career@anderson.edu	Y	0
13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Netetia Walker/Wilbert Buckner Email: nwalker@mlk-msc.org or wbuckner@mlk-msc.org	Y	0
15	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	2
16	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn : Mona Guirguis Email : career@butler.edu	N	0
17	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
19	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
20	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jarvis Email : asjarvis@indplsul.org	N	0
23	Employee Referral	N	5
36	Walk-In/Self-Referral	N	2
40	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
41	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Sue Loomis Email: sloomis@kaplan.edu	N	0
42	Former Employee	N	1
54	Just Jobs Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
55	Omni Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
62	Alumwire Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
63	Bright Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
64	EmploymentPipeline Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
65	Jobijoba Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
66	Jobit.com Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
67	MobileJobs Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
68	Oodle Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
TOTAL INTERVIEWEES			14

Job Posting - WYXB Sales

Julie Clendenen

Sent: Wednesday, October 10, 2012 8:58 AM**To:** Anderson University [career@anderson.edu]; Ball State University [jmisiewicz@bsu.edu]; Butler University [career@butler.edu]; Christamore House [jon.oren@christamorehouse.org]; Depauw University [careercenter@depauw.edu]; Franklin College [kbixler@franklincollege.edu]; Goodwill Industries Services [tgreen@goodwillindy.org]; Hanover College [careercenter@hanover.edu]; Illinois Center for Broadcasting [placement.lombard@beonair.com]; Indiana State University [martha.reed@indstate.edu]; Indiana University [jeharmon@indiana.edu]; Indianapolis Urban League [asjarvis@indplsul.org]; Ivy Tech Community College [rpatten@ivytech.edu]; Kaplan College [sloomis@kaplan.edu]; Marian College [dworkman@marian.edu]; Marian University [bbenson@marian.edu]; Martin Luther King Center [nwalker@mlk-msc.org]; Martin Luther King Center [wbuckner@mlk-msc.org]; Martin University [ybooker@martin.edu]; University of Indianapolis/WICR-FM [suecker@uindy.edu]**Importance:** High**Attachments:** ACCOUNT MANAGER WYXB.doc (121 KB)

Please encourage interested, qualified candidates to apply online at www.emmis.com

Julie Clendenen

Emmis Communications - WIBC, WLHK, WYXB, WFNI

317-403-6470

jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)**VACANCY DATA FORM**

Full-Time Job Title: Program Director	Date Filled: 3/8/2013
Recruitment Source ("RS") Referring Hiree: #72 Internal Transfer/Promotion	Total Number of Interviewees: 13

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Cindy Hershman Email: careercenter@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Jon Oren Email: jon.oren@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	1
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Dave Cogozzo Email: placement.lombard@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full- Time Vacancy
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13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Netetia Walker/Wilbert Buckner Email: nwalker@mlk-msc.org or wbuckner@mlk-msc.org	Y	0
15	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	0
16	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn : Mona Guirguis Email : career@butler.edu	N	0
17	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
19	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
20	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jaruis Email : asjarvis@indplsul.org	N	0
24	Internal Candidate (<i>job announcements posted on a local bulletin board</i>)	N	2
25	Non-Employee Referral	N	7
40	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
41	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Sue Loomis Email: sloomis@kaplan.edu	N	0
42	Former Employee	N	2
54	Just Jobs Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
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63	Bright Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
64	EmploymentPipeline Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
65	Jobijoba Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full- Time Vacancy
67	MobileJobs Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
68	Oodle Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
72	Internal Transfer/Promotion	N	1
TOTAL INTERVIEWEES			13

Job Posting - Program Director

Julie Clendenen

Sent: Monday, December 17, 2012 9:36 PM

To: Anderson University [career@anderson.edu]; Ball State University [jmisiewicz@bsu.edu]; Butler University [career@butler.edu]; Christamore House [jon.oren@christamorehouse.org]; Depauw University [careercenter@depauw.edu]; Franklin College [kbixler@franklincollege.edu]; Goodwill Industries Services [tgreen@goodwillindy.org]; Hanover College [careercenter@hanover.edu]; Illinois Center for Broadcasting [placement.lombard@beonair.com]; Indiana State University [martha.reed@indstate.edu]; Indiana University [jeharmon@indiana.edu]; Indianapolis Urban League [asjarvis@indplsul.org]; Ivy Tech Community College [rpatten@ivytech.edu]; Kaplan College [sloomis@kaplan.edu]; Marian College [dworkman@marian.edu]; Marian University [bbenson@marian.edu]; Martin Luther King Center [nwalker@mlk-msc.org]; Martin Luther King Center [wbuckner@mlk-msc.org]; Martin University [ybooker@martin.edu]; University of Indianapolis/WICR-FM [suecker@uindy.edu]

Attachments: WIBC PD.doc (33 KB)

Please forward to qualified candidates.

Julie Clendenen

Emmis Communications - WIBC, WLHK, WYXB, WFNI

317-403-6470

jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)

VACANCY DATA FORM

Full-Time Job Title: Sales Project Coordinator	Date Filled: 3/4/2013
Recruitment Source ("RS") Referring Hiree: #72 Internal Transfer/Promotion	Total Number of Interviewees: 9

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS For the Full-Time Vacancy
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Cindy Hershman Email: careercenter@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Jon Oren Email: jon.oren@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

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6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	0
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17	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0

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54	Just Jobs Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0

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66	Jobit.com Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0

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72	Internal Transfer/Promotion	N	1
TOTAL INTERVIEWEES			9

Job Posting

Julie Clendenen

Sent: Monday, December 03, 2012 9:37 AM

To: Anderson University [career@anderson.edu]; Ball State University [jmisiewicz@bsu.edu]; Butler University [career@butler.edu]; Christamore House [jon.oren@christamorehouse.org]; Depauw University [careercenter@depauw.edu]; Franklin College [kbixler@franklincollege.edu]; Goodwill Industries Services [tgreen@goodwillindy.org]; Hanover College [careercenter@hanover.edu]; Illinois Center for Broadcasting [placement.lombard@beonair.com]; Indiana State University [martha.reed@indstate.edu]; Indiana University [jeharmon@indiana.edu]; Indianapolis Urban League [asjarvis@indplsul.org]; Ivy Tech Community College [rpatten@ivytech.edu]; Kaplan College [sloomis@kaplan.edu]; Marian College [dworkman@marian.edu]; Marian University [bbenson@marian.edu]; Martin Luther King Center [nwalker@mlk-msc.org]; Martin Luther King Center [wbuckner@mlk-msc.org]; Martin University [ybooker@martin.edu]; University of Indianapolis/WICR-FM [suecker@uindy.edu]

Sales Project Coordinator

Emmis Communications is the ninth-largest radio broadcaster in the United States based on the number of listeners. The Emmis culture carries at its heart the belief that, in order to succeed, a company must take risks; treat its people well and give them the tools they need to win. Emmis has earned this valued reputation by setting high standards for excellence while creating a fun, exciting and innovative workplace, where every individual is a part of the team.

The Sales Project Coordinator reports to the Director of Emmis Marketing Group

Position Summary

The Sales Project Coordinator is responsible for tracking and coordinating promotion, event and digital projects ensuring the projects are completed correctly, on time and with timely post-project follow-up. They also act as back-up for the Digital Production Director, Digital Sales Manager and EMG Sales Managers.

Primary Duties (include but are not limited to)

- Assisting Account Managers with project paperwork and processes ensuring smooth execution of client and Incite projects
- Coordinate project execution including:
 - Entering milestones and tasks related to the project
 - Managing the project to ensure milestones and deadlines are met
 - Acting as the final proofing filter before assets are given to Account Managers for client approval
 - Reporting project progress to EMG managers and Account Managers
 - Monitors and reports campaign progress and statistics to ensure each project remains on track throughout the project life-cycle
 - Develops timely, presentation ready recaps after the project is completed
- Listener, consumer and client research and data gathering
- Assist in trafficking digital products
- Back-up EMG Managers on various tasks related to execution of events, promotions and digital sales efforts

Minimum Requirements

- Bachelor's degree or equivalent experience
- Good understanding of sales & marketing principles
- Knowledge and passion for radio, digital media, events and promotions
- Detail oriented
- Working knowledge of Microsoft Office products, Photoshop basics, project management and project management tools

Application Process:

If you are a qualified candidate and interested in this position, we encourage you to apply. Please submit a resume and application online at www.emmis.com and refer to posting.

No Phone Calls Please!

Emmis Communications (NASDAQ: EMMS) is a diversified media corporation with award-winning radio broadcasting, and magazine publishing operations in markets across the country. Emmis is as well-known for its creative culture as for its operations. Our people are aggressive, knowledgeable and deeply committed to each of the communities in which we operate. Because employees are the key to our success, Emmis offers strong benefits and incentives, including health, dental and life insurance and a 401 (k) contribution plan. For more information about Emmis, visit our website at www.emmis.com.

Emmis Communications is an Equal Opportunity Employer

Julie Clendenen

Emmis Communications - WIBC, WLHK, WYXB, WFNI

317-403-6470

jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)**VACANCY DATA FORM**

Full-Time Job Title: Account Manager	Date Filled: 4/2/2013
Recruitment Source ("RS") Referring Hiree: #37 Former Employee	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
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	0
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
12	Anderson University Career Development Center 1100 East 5 th Street, D206 Anderson, IN 46012 Phone: (765) 641-4196 Attn: Tina Faivor Email: career@anderson.edu	Y	0
13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn : Mona Guirguis Email : career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
18	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0
20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jaruis Email : asjarvis@indplsul.org	N	0
24	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes <i>www.careerbuilder.com</i>	N	0
25	Employee Referral	N	1
37	Former Employee	N	2
40	SimplyHired.com	N	0
41	Job.com	N	0
42	JuJu.com	N	0
43	Trovit.com	N	0
44	VetJobs.com	N	0
45	Americasjobexchange.com	N	0
52	Oodle.com	N	0
TOTAL INTERVIEWEES			3

Account Manager

Julie Clendenen

From: Julie Clendenen
Sent: Friday, February 22, 2013 12:57 PM
To: Anderson University; Ball State University; Butler University; Christamore House; Depauw University; Franklin College; Goodwill Industries Services; Hanover College; Illinois Center for Broadcasting; Indiana State University; Indiana University; Indianapolis Urban League; Ivy Tech Community College; Kaplan College; Marian College; Marian University; Martin Luther King Center; Martin Luther King Center; Martin University; University of Indianapolis/WICR-FM
Subject: Job Posting

Account Manager

great media.great people.great service.

PLEASE ENCOURAGE QUALIFIED CANDIDATES TO APPLY ONLINE AT WWW.EMMIS.COM

Emmis Communications, the ninth-largest radio broadcaster in the U.S., based on number of listeners. Emmis' Radio Division owns stations in markets across the United States, including St. Louis, Indianapolis, Terre Haute, and Austin. Emmis also owns the two most influential hip hop stations in the world, Power 106 in Los Angeles, and HOT97 in New York City.

WYXB-FM, located in downtown Indianapolis, IN, is currently seeking energetic, highly confident, hard-working, and self-motivated individuals to join the B105.7 Sales team as Account Manager.

Position Requirements: Job responsibilities include, but are not limited to:

Expand local sales by developing and maintaining new advertisers through solution based programs.
Develop client relationships, contact key accounts, handling client at various stages in the sales cycle including account updates, collections, weekly projections and forecast of future advertising.
Generate packages, negotiate advertising rates, direct creative campaigns and create oral and written presentations.
Establish and maintain good relationships with buyers and clients.
Develop short and long range plans for revenue growth.
Research, analyze and monitor competitive media for new leads.
Other job-related functions as required.

Successful candidates will possess the following skills/abilities:

Ability to develop trust and relationships easily Strong problem solving skills, high courage, business acumen, highly motivated to win and tireless work intensity.
Demonstrated success with creating custom, integrated campaigns that include digital, event, and community outreach components Proven track record of strong prospecting, qualifying, phone and closing skills Evidence of success in station targeted categories (i.e. Automotive, Movies, Entertainment, Beverages, Telecom, Shoes, Apparel and any other relevant emerging categories) An understanding of consumer behavior and a desire to help advertisers with their marketing challenges.
Must be motivated by financial success and have the skill set to be in the top 1% of the sales organization.
Must have an aptitude for strong prospecting, qualifying and closing business Strong oral and written communication skills required.
High school diploma or equivalent required. College degree preferred.
Ability to travel and work long hours.
Proficient in MS Word, Excel and PowerPoint.

Education/Experience:

- Minimum of three (3) years broadcast media sales. 5+ years experience preferred.
- Track record of success with direct accounts, integrated programs and digital.

If you are a qualified candidate and interested in this position we encourage you to apply. The preferred method to apply is to submit a cover letter, resume and application online within the Careers tab at www.emmis.com.

No phone calls please.

EMMIS Communications (NASDAQ: EMMS) is a diversified media corporation with award-winning radio broadcasting and magazine publishing operations in markets across the country. EMMIS is as well known for its creative culture as for its operations. Our people are aggressive, knowledgeable and deeply committed to each of the communities in which we operate. Because employees are the key to our success, EMMIS offers strong benefits and incentives, including health, dental and life insurance and a 401(k) contribution plan. For more information about EMMIS, visit our website at www.emmis.com.

EMMIS COMMUNICATIONS IS AN EQUAL OPPORTUNITY EMPLOYER

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)**VACANCY DATA FORM**

Full-Time Job Title: IT Manager	Date Filled: 4/2/13
Recruitment Source ("RS") Referring Hiree: #25 Employee Referral	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
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	3
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
12	Anderson University Career Development Center 1100 East 5 th Street, D206 Anderson, IN 46012 Phone: (765) 641-4196 Attn: Tina Faivor Email: career@anderson.edu	Y	0
13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn : Mona Guirguis Email : career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
18	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0
20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jaruis Email : asjarvis@indplsul.org	N	0
24	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	0
25	Employee Referral	N	2
34	Unknown (source not adequately identified upon inquiry)	N	1
52	Oodle.com	N	0
57	MobileJobs Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
59	Alumwire Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
60	Bright Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
64	Just Jobs Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
65	Jobit.com Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
66	EmploymentPipeline Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
67	Jobijoba Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
68	Omni Equest 2010 Crow Canyon Place San Ramon, CA 94583 Phone: (925) 275-3593 Attn: Nikki Ortega Email: nikki.ortega@equest.com	N	0
TOTAL INTERVIEWEES			6

Julie Clendenen

From: Julie Clendenen
Sent: Monday, September 10, 2012 12:39 PM
To: Anderson University; Ball State University; Butler University; Christamore House; Depauw University; Franklin College; Goodwill Industries Services; Hanover College; Illinois Center for Broadcasting; Indiana State University; Indiana University; Indianapolis Urban League; Ivy Tech Community College; Kaplan College; Marian College; Marian University; Martin Luther King Center; Martin Luther King Center; Martin University; University of Indianapolis/WICR-FM
Subject: Job Posting

IT Manager

Indianapolis Radio

great media. great people. great service.

Fun! Excitement! Rewards!

Emmis Indianapolis Radio is part of Emmis Communications, the ninth-largest radio broadcaster in the U.S., based on number of listeners. The Emmis culture carries at its heart the belief that, in order to succeed, a company must take risks, treat its people well and give them the tools they need to win. It has earned Emmis a reputation as a fun, exciting and innovative workplace where every individual is a vital part of the team. We've used that attitude to create new formats and new selling techniques. Emmis created the first hip hop radio format at KPWR-FM in Los Angeles and the first all-sports format at New York's WFAN.

JOB DESCRIPTION:

Responsible for the coordinated integration and maintenance of IT technologies for the support and advancement of Indy Radio business systems as well as terrestrial and digital media distribution systems.

JOB REQUIREMENTS:

- Experience with Windows 2003 Server, Windows 2008 Server, MS-SQL 2005 and Exchange 2010 in a complex LAN and WAN computing environment.
- Maintain Brightstor Arcserve data backup and recovery systems and processes
- Enforce corporate computing policy and procedure for both Indianapolis Radio end users and external vendors to be Sarbanes-Oxley 404 IT Compliant
- Trouble-shoot and repair end-user computer hardware and software, including network servers, network operating systems, PC's and PC applications, LAN cabling, system security and virus protection
- Support On-Air radio systems and related technologies, i.e. Play-out/Automation systems, Internet Streaming, Newsroom content management system.
- Technical project management with ability to lead small project teams
- Microsoft server based network security, network rights, enforcement of naming standards, maintenance of login scripts and network software upgrades
- Maintain a positive work environment through active team participation and a good attitude focused on providing quality customer service to internal and external customers
- Maintain knowledge and stay current on technological advances including computer software and hardware with a focus on Microsoft Windows server, Media and Entertainment Technologies, Radio Broadcasting and workstation products
- Maintenance of Exchange 2010 e-mail post offices
- TCP/IP and Internet networking knowledge required
- Maintain computer system documentation for applications installed and devices operating within the Indianapolis Radio production LAN.

- Maintain preventive maintenance program for computer systems and sustain operational best practices
- Work with technology team to develop strategic plan for information technology and integration to the broadcast and digital distribution environments
- Available to work various hours and days including some weekends and holidays. On-call status 24/7 in case of equipment failure
- Ability to work with little supervision and effectively set daily and project priorities
- Good verbal and written communications skills
- Maintain a clean and organized work area
- Candidate with supervisory experience is preferred
- Other duties as directed

Skills Requirements:

- Knowledge of Marketron, AudioVault, WireReady preferred
- Minimum 3 years computer experience, radio broadcast experience preferred

Check us out online at www.1070thefan.com, www.971hankfm.com, www.wibc.com, and www.b1057.com .

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TO APPLY:

If you are interested in applying and meet the above requirements, submit your resume, cover letter, and salary requirements via one of the following ways:

Online at www.emmis.com

No phone calls please.

EMMIS COMMUNICATIONS IS AN EQUAL OPPORTUNITY EMPLOYER

Julie Clendenen

Emmis Communications - WIBC, WLHK, WYXB, WFNI

317-403-6470

jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)

VACANCY DATA FORM

Full-Time Job Title: Executive Assistant	Date Filled: 7/25/2013
Recruitment Source ("RS") Referring Hiree: #56 Indeed.com (not directly contacted by SEU)	Total Number of Interviewees: 9

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	2
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
12	Anderson University Career Development Center 1100 East 5 th Street, D206 Anderson, IN 46012 Phone: (765) 641-4196 Attn: Tina Faivor Email: career@anderson.edu	Y	0
13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn: Mona Guirguis Email: career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
18	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0
20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jarvis Email : asjarvis@indplsul.org	N	0
24	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	0
25	Employee Referral	N	1
26	Internal Candidate (<i>job announcements posted on a local bulletin board</i>)	N	1
27	Non-Employee Referral	N	1
37	Former Employee	N	2
40	SimplyHired.com	N	0
41	Job.com	N	0
42	JuJu.com	N	0
43	Trovit.com	N	0
44	VetJobs.com	N	0
45	Americasjobexchange.com	N	0
52	Oodle.com	N	0
56	Indeed (<i>not directly contacted by SEU</i>)	N	2
TOTAL INTERVIEWEES			9

Julie Clendenen

From: Julie Clendenen
Sent: Wednesday, June 26, 2013 1:13 PM
To: Anderson University; Ball State University; Butler University; Christamore House; Depauw University; Franklin College; Goodwill Industries Services; Hanover College; Illinois Center for Broadcasting; Indiana State University; Indiana University; Indianapolis Urban League; Ivy Tech Community College; Kaplan College; Marian College; Marian University; Martin Luther King Center; Martin Luther King Center; Martin University; University of Indianapolis/WICR-FM
Subject: Executive Assistant job posting

Radio has an opening for an Executive Assistant to the Market Manager. If you know qualified candidates, please have them apply online at www.emmis.com. The job is titled Executive Assistant - COO/CFO.

Position Description: Emmis Communications is the ninth-largest radio broadcaster in the United States based on number of listeners. The Emmis culture carries at its heart the belief that, in order to succeed, a company must take risks; treat its people well and give them the tools they need to win. Emmis has earned this valued reputation by setting high standards for excellence while creating a fun, exciting and innovative workplace, where every individual is part of the team. Emmis Communications, headquartered in downtown Indianapolis, has an opening for an Executive Assistant to the COO/CFO.

Job Overview:

Emmis is seeking a dedicated individual to provide support to the COO/CFO. This position would enhance the executive's effectiveness by assisting with communications, presentations, planning, scheduling and travel. The ideal candidate is a collaborative, energetic, detail-oriented professional with a commitment to delivering high-quality, on-time work. This position will assist the executive's office with running smoothly on a day-to-day basis by carrying out the following essential duties and responsibilities.

Position Requirements: Responsibilities include but are not limited to:

- § Manages executive's appointment schedule by planning and coordinating meetings, conferences, teleconferences, and all travel.
- § Assists in preparation of board, investor and management presentation materials.
- § Courteously and promptly answers incoming calls and correspondence, determines nature of calls, and forwards appropriately.
- § Researches, routes and drafts responses to correspondence; drafts and edits letters, presentations and documents; collects and analyzes information; initiates communications.
- § Creates and edits simple spreadsheets.
- § Prepares and submits expense reports.
- § Serves as liaison with clients, business partners, corporate employees, and staff members as first point of contact with Emmis leadership.
- § Maintains customer confidence and protects operations by keeping information confidential.
- § Welcomes guests by greeting them, in person or by phone; answering or directing inquiries.
- § Performs other clerical duties as needed, such as organizing and creating files, photocopying, faxing, etc.
- § Completes other job-related functions as required.

To be considered, candidates should meet the following requirements:

- Excellent communication skills
- Ability to read, analyze and interpret general business reports • Ability to write reports and business correspondence • Ability to deal with problems involving several concrete variables in standardized situations • Ability to gather and monitor information that is highly confidential • Advanced PowerPoint skills required • Proficient in MS Word and Excel • Knowledge of computer, telephone system, fax, copier and printer • Ability to focus, work under pressure, and deliver quality results under tight timelines.
- Be highly organized, with a flair for details, accuracy and deadlines.
- Ability to multitask and prioritize workload.
- Solid judgment and decision-making ability • Effective interpersonal, listening, writing, and presentation skills.

Education/Experience:

§ High School diploma or general education degree (GED) § Experience working as an executive, personal and/or sales assistant § Enjoys creating presentations. Proficient in searching/analyzing data using internet and professional trade sources. Someone who embraces technology.
§ Knowledge of standard office administrative practices and procedures

Additional Skills / Preferences:

§ Highly motivated individual, competent and accountable for individual work

Application Deadline:

Application Instructions: Please submit your resume and candidate profile online at www.emmis.com.

No phone calls please.

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EMMIS COMMUNICATIONS IS AN EQUAL OPPORTUNITY EMPLOYER

Julie Clendenen

Emmis Communications - WIBC, WLHK, WYXB, WFNI

317-403-6470

jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)**VACANCY DATA FORM**

Full-Time Job Title: On Air Personality – PM Drive	Date Filled: 7/30/2013
Recruitment Source (“RS”) Referring Hiree: #8 Emmis.com	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
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	2
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
12	Anderson University Career Development Center 1100 East 5 th Street, D206 Anderson, IN 46012 Phone: (765) 641-4196 Attn: Tina Faivor Email: career@anderson.edu	Y	0
13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn : Mona Guirguis Email : career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
18	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0
19	Indiana Broadcasters Association 3003 E 98 th Street, Suite 161 Indianapolis, IN 46280 Phone: (317) 573-0119 Attn: Joe Misiewicz Email: joe@indianabroadcasters.org	N	0
20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jarvis Email : asjarvis@indplsul.org	N	0
25	Employee Referral	N	1
27	Non-Employee Referral	N	0
28	All Access 28955 Pacific Coast Highway, Suite 210 Malibu, CA 90265 Phone: (310) 457-6616 Fax: (310) 457-8058 Attn: Matt Parvis www.allaccess.com	N	1
34	Unknown (source not adequately identified upon inquiry)	N	1
TOTAL INTERVIEWEES			5

Julie Clendenen

From: Julie Clendenen
Sent: Wednesday, July 17, 2013 10:35 AM
To: Marian University; Martin University; Illinois Center for Broadcasting; Gwen Piening [gpiening@indianabroadcasters.org]; Indiana State University; Ivy Tech Community College; Anderson University; Ball State University; Butler University; Christamore House; Depauw University; Franklin College; Goodwill Industries Services; Hanover College; Indiana University; Indianapolis Urban League; Kaplan College; Marian College; Martin Luther King Center; Martin Luther King Center; University of Indianapolis/WICR-FM
Subject: Job Posting - On Air Personality - PM DRIVE
Attachments: ON AIR PERSONALITY - PM DRIVE.docx

Please encourage all qualified candidates to apply online at www.emmis.com!

Julie Clendenen
Emmis Communications - WIBC, WLHK, WYXB, WFNI
317-403-6470
jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)

ABBREVIATED VACANCY DATA FORM

Full-Time Job Title: On Air Personality – PM Drive	Date Filled: 7/30/2013
Recruitment Source (“RS”) Referring Hiree: #25 Employee Referral	Total Number of Interviewees: See note below

Note: Please see the Vacancy Data Form for the first On Air Personality filled on 7/30/2013 for recruitment source information and related documentation. The recruitment efforts used to fill that position, as well as the same interviewees, also apply to this position.

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)

VACANCY DATA FORM

Full-Time Job Title: Executive Producer, The Mutual Fund Store	Date Filled: 8/28/2013
Recruitment Source ("RS") Referring Hiree: #25 Employee Referral	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
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	0
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
12	Anderson University Career Development Center 1100 East 5 th Street, D206 Anderson, IN 46012 Phone: (765) 641-4196 Attn: Tina Faivor Email: career@anderson.edu	Y	0
13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn : Mona Guirguis Email : career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
18	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0
19	Indiana Broadcasters Association 3003 E 98 th Street, Suite 161 Indianapolis, IN 46280 Phone: (317) 573-0119 Attn: Joe Misiewicz Email: joe@indianabroadcasters.org	N	0
20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jarvis Email : asjarvis@indplsul.org	N	0
25	Employee Referral	N	2
27	Non-Employee Referral	N	1
28	All Access 28955 Pacific Coast Highway, Suite 210 Malibu, CA 90265 Phone: (310) 457-6616 Fax: (310) 457-8058 Attn: Matt Parvis www.allaccess.com	N	2
TOTAL INTERVIEWEES			5

Julie Clendenen

From: Julie Clendenen
Sent: Wednesday, July 17, 2013 10:33 AM
To: Martin University; Illinois Center for Broadcasting; Marian University; Gwen Piening [gpiening@indianabroadcasters.org]; Indiana State University; Anderson University; Ball State University; Butler University; Christamore House; Depauw University; Franklin College; Goodwill Industries Services; Hanover College; Indiana University; Indianapolis Urban League; Ivy Tech Community College; Kaplan College; Marian College; Martin Luther King Center; Martin Luther King Center; University of Indianapolis/WICR-FM
Subject: Job Posting - Executive Producer - The Mutual Fund Show
Attachments: executive producer - the mutual fund show.docx

Please send encourage all qualified candidates to apply online at www.emmis.com!

Julie Clendenen
Emmis Communications - WIBC, WLHK, WYXB, WFNI
317-403-6470
jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)

VACANCY DATA FORM

Full-Time Job Title: Digital Content Editor	Date Filled: 11/4/2013
Recruitment Source ("RS") Referring Hiree: #8 Emmis.com	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
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	2
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
12	Anderson University Career Development Center 1100 East 5 th Street, D206 Anderson, IN 46012 Phone: (765) 641-4196 Attn: Tina Faivor Email: career@anderson.edu	Y	0
13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn : Mona Guirguis Email : career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
18	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0
19	Indiana Broadcasters Association 3003 E 98 th Street, Suite 161 Indianapolis, IN 46280 Phone: (317) 573-0119 Attn: Joe Misiewicz Email: joe@indianabroadcasters.org	N	0
20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jarvis Email : asjarvis@indplsul.org	N	0
24	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	2
26	Internal Candidate (<i>job announcements posted on a local bulletin board</i>)	N	1
40	SimplyHired.com	N	0
41	Job.com	N	0
42	JuJu.com	N	0
45	Americasjobexchange.com	N	0
49	IBA Job Fair (<i>see Sec. III</i>)	N	0
52	Oodle.com	N	0
72	AboutJobs.com	N	0
TOTAL INTERVIEWEES			5

Julie Clendenen

From: Julie Clendenen
Sent: Friday, August 23, 2013 12:31 PM
To: Marian University; Martin University; Illinois Center for Broadcasting; Bolyard, Elizabeth A; Ivy Tech Community College; Gwen Piening [gpiening@indianabroadcasters.org]; Indiana State University; 'Anderson University'; 'Ball State University'; 'Butler University'; 'Christamore House'; 'Depauw University'; 'Franklin College'; 'Goodwill Industries Services'; 'Hanover College'; 'Indiana University'; 'Indianapolis Urban League'; 'Kaplan College'; 'Marian College'; 'Martin Luther King Center'; 'Martin Luther King Center'; 'University of Indianapolis/WICR-FM'
Subject: Job Posting - Digital Content Editor

Please encourage qualified candidates to apply online at www.emmis.com. Thank you!

JOB DETAIL REPORT

Job Title: Digital Content Editor
Job Number: 001721
Company Name: Emmis Communications
Jobs Available: 2
Years Experience: 3
Education Required: Four-Year Degree

Job Description:

Emmis Communications, the ninth-largest radio broadcaster in the U.S., based on number of listeners. Emmis' Radio Division owns stations in markets across the United States, including St. Louis, Indianapolis, Terre Haute, and Austin. Emmis also owns the two most influential hip hop stations in the world, Power 106 in Los Angeles, and HOT97 in New York City.

WIBC-FM and WFNI-AM, located in downtown Indianapolis, IN, are currently seeking 2 qualified **Digital Content Editors**.

The **Digital Content Editor** will contribute daily, across all media platforms, format relevant opinion and news pieces. Develop enterprise sources for original content on-air and online. Write and edit original articles for publication on the website. Organize and manage content on assigned Emmis websites. Engage with station listeners through various social media outlets such as Twitter and Facebook and bring new ideas to the table.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDING THE FOLLOWING (OTHER DUTIES MAY BE ASSIGNED):

- Create, write and edit compelling op-ed pieces for station website
- Participate as a regular on-air contributor on various shows as assigned
- Create, write and edit pertinent news stories as needed

- Develop new and innovative content for multiple digital platforms, including but not limited to Facebook and Twitter

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- 1-3 years web-based journalism experience
- Ability to communicate effectively in live radio situations, online and under deadline
- Ability to thrive in fast-paced, breaking news situations
- Basic web knowledge, experience with HTML, Photoshop and audio editing
- Excellent writing and editing skills under tight deadlines
- Attention to detail with content, including grammar, punctuation, fact checking, and layout
- Understanding of social media and its relationship with news consumers, online marketing and web traffic
- Flexibility in work schedule
- Work in compliance with company policies and procedures
- Maintain a positive and cooperative rapport with staff, management and clients
- Project appropriate company image with respect to dress and demeanor

PREFERRED QUALIFICATIONS, BUT NOT REQUIRED:

- Degree in Journalism, Communications or related field
- Two (2) to three (3) years broadcast news experience
- Knowledge of Adobe Audition, AudioVault and NewsBoss

Application Process: If you are a qualified candidate and interested in this position we encourage you to apply. The preferred method to apply is to submit a cover letter, resume and application online within the Careers tab at www.emmis.com.

No phone calls please.

EMMIS Communications (NASDAQ: EMMS) is a diversified media corporation with award-winning radio broadcasting and magazine publishing operations in markets across the country. EMMIS is as

well known for its creative culture as for its operations. Our people are aggressive, knowledgeable and deeply committed to each of the communities in which we operate. Because employees are the key to our success, EMMIS offers strong benefits and incentives, including health, dental and life insurance and a 401(k) contribution plan. For more information about EMMIS, visit our website at www.emmis.com.

EMMIS COMMUNICATIONS IS AN EQUAL OPPORTUNITY EMPLOYER

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)**VACANCY DATA FORM**

Full-Time Job Title: Promotions and EMG Director	Date Filled: 11/25/2013
Recruitment Source ("RS") Referring Hiree: #25 Employee Referral	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
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	3
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
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13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	1
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn: Mona Guirguis Email: career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
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19	Indiana Broadcasters Association 3003 E 98 th Street, Suite 161 Indianapolis, IN 46280 Phone: (317) 573-0119 Attn: Joe Misiewicz Email: joe@indianabroadcasters.org	N	0
20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jarvis Email : asjarvis@indplsul.org	N	0
24	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	0
25	Employee Referral	N	1
26	Internal Candidate (<i>job announcements posted on a local bulletin board</i>)	N	1
40	SimplyHired.com	N	0
41	Job.com	N	0
42	JuJu.com	N	0
45	Americasjobexchange.com	N	0
49	IBA Job Fair (<i>see Sec. III</i>)	N	0
52	Oodle.com	N	0
TOTAL INTERVIEWEES			6

Julie Clendenen

From: Julie Clendenen
Sent: Friday, August 23, 2013 10:26 AM
To: Bolyard, Elizabeth A; Martin University; Marian University; Illinois Center for Broadcasting; Ivy Tech Community College; Indiana State University; Gwen Piening [gpiening@indianabroadcasters.org]; 'Anderson University'; 'Ball State University'; 'Butler University'; 'Christamore House'; 'Depauw University'; 'Franklin College'; 'Goodwill Industries Services'; 'Hanover College'; 'Indiana University'; 'Indianapolis Urban League'; 'Kaplan College'; 'Marian College'; 'Martin Luther King Center'; 'Martin Luther King Center'; 'University of Indianapolis/WICR-FM'
Subject: Job Posting - WIBC Promotions and EMG Director

Please encourage qualified candidates to apply at www.emmis.com!



WIBC Promotions
and EMG Direct...

Julie Clendenen

Emmis Communications - WIBC, WLHK, WYXB, WFNI

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)**VACANCY DATA FORM**

Full-Time Job Title: Account Manager	Date Filled: 12/30/2013
Recruitment Source ("RS") Referring Hiree: #37 Former Employee	Total Number of Interviewees: 9

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	3
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
12	Anderson University Career Development Center 1100 East 5 th Street, D206 Anderson, IN 46012 Phone: (765) 641-4196 Attn: Tina Faivor Email: career@anderson.edu	Y	0
13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn : Mona Guirguis Email : career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
18	Depauw University 7 E. Larrabee Harrison Hall Greencastle, IN 46135 Phone: (765) 658-4279 Attn: Tom Cath Email: careercenter@depauw.edu	N	0
20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jarvis Email : asjarvis@indplsul.org	N	0
24	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	0
25	Employee Referral	N	3
27	Non-Employee Referral	N	1
37	Former Employee	N	2
40	SimplyHired.com	N	0
41	Job.com	N	0
42	JuJu.com	N	0
43	Trovit.com	N	0
44	VetJobs.com	N	0
45	Americasjobexchange.com	N	0
52	Oodle.com	N	0
72	AboutJobs.com	N	0
TOTAL INTERVIEWEES			9

Julie Clendenen

From: Julie Clendenen
Sent: Monday, October 28, 2013 8:06 PM
To: 'Anderson University'; 'Ball State University'; 'Butler University'; 'Christamore House'; 'Depauw University'; 'Franklin College'; 'Goodwill Industries Services'; 'Hanover College'; 'Illinois Center for Broadcasting'; 'Indiana State University'; 'Indiana University'; 'Indianapolis Urban League'; 'Ivy Tech Community College'; 'Kaplan College'; 'Marian College'; 'Marian University'; 'Martin Luther King Center'; 'Martin Luther King Center'; 'Martin University'; 'University of Indianapolis/WICR-FM'
Subject: Job Posting

This posting is for an Account Manager for WLHK. If you know of qualified candidates, please encourage them to apply online at www.emmis.com. Thank you!



Account Manager
WLHK 2013.doc

Julie Clendenen

Emmis Communications - WIBC, WLHK, WYXB, WFNI

jclendenen@indy.emmis.com

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)

VACANCY DATA FORM

Full-Time Job Title: Account Coordinator	Date Filled: 1/13/2014
Recruitment Source ("RS") Referring Hiree: #8 Emmis.com	Total Number of Interviewees: 11

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	6
24	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	0
25	Employee Referral	N	1
40	SimplyHired.com	N	0
41	Job.com	N	0
42	JuJu.com	N	0
45	Americasjobexchange.com	N	0
49	IBA Job Fair (<i>see Sec. III</i>)	N	0
52	Oodle.com	N	0
56	Indeed.com (<i>not directly contacted by SEU</i>)	N	4
72	AboutJobs.com	N	0
TOTAL INTERVIEWEES			11

Julie Clendenen

From: Brooke Gross
Sent: Friday, September 20, 2013 3:50 PM
To: Eric Wunnenberg; Jennifer Mulzer; Tracey Bean; Julie Clendenen; John Griffin
Subject: RE: need a job posted

The Account Coordinator Job has been posted and ready to accept applicants. Below are the job boards they've been posted to.

Thanks,
Brooke



Site	Status	Days to Expiration	Date Launched
AboutJobs.com	Launched	30	9/20/2013
America's Job Exchange	Launched	15	9/20/2013
Careerbuilder	Launched	30	9/20/2013
Job.com	Launched	30	9/20/2013
JuJu.com	Launched	30	9/20/2013
Oodle.com	Launched	30	9/20/2013
SimplyHired.com	Launched	30	9/20/2013

From: Eric Wunnenberg

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)**VACANCY DATA FORM**

Full-Time Job Title: Promotion and EMG Director	Date Filled: 3/17/2014
Recruitment Source ("RS") Referring Hiree: #8 Emmis.com	Total Number of Interviewees: 9

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Ball State University Lucina Hall 220 Muncie, IN 47306 Phone: (800) 382-8540 Attn: Tim Pollard Email: tpollard@bsu.edu	Y	0
2	Christamore House 502 North Tremont Street Indianapolis, IN 46222 Phone: (317) 635-7211 Attn: Simonna Woodson Email: simonna.woodson@christamorehouse.org	Y	0
3	Martin University 2171 Avondale Place Indianapolis, IN 46218 Phone: (317) 917-3315 Attn: Yvette Booker Email: ybooker@martin.edu	Y	0
4	Hanover College Career Center P.O. Box 108 Hanover, IN 47243 Phone: (812)866-7127 Attn: Sue Tilley, Career Center Assistant Email: careercenter@hanover.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
5	Ivy Tech Community College – Central Indiana 50 W. Fall Creek Pkwy. North Drive Indianapolis, IN 46208 Phone: (317) 921-4667 Attn: Rebecca Patten-Lemons Email: rpatten@ivytech.edu	Y	0
6	Marian University 3200 Cold Spring Road Indianapolis, IN 46222 Phone: (317) 955-6341 Attn: Diane Workman or Barbara Benson Attn: dworkman@marian.edu or bbenson@marian.edu	Y	0
7	University of Indianapolis/WICR-FM 1400 East Hanna Avenue Indianapolis, IN 46227 Phone: (317) 788-3280 Attn: Scott Uecker Email: suecker@uindy.edu	Y	0
8	Emmis Communications (<i>job announcements posted to www.emmis.com</i>) 40 Monument Circle Indianapolis, IN 46204 Phone: (317) 684-2960 www.emmis.com	N	1
10	Illinois Center for Broadcasting 455 Eisenhower Lane South Lombard, IL 60148 Phone : (630) 916-1700 Attn : Carl Jackson Email: cjackson@beonair.com	Y	0
11	Indiana State University 550 N. 5 th Street Terre Haute, IN 47809 Phone : (812) 237-3806 Attn : Martha Reed Email: martha.reed@indstate.edu	Y	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
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13	Franklin College 101 Branigin Blvd Franklin, IN 46131 Phone: (317) 738-8801 Attn: Kirk Bixler Email: kbixler@franklincollege.edu	Y	0
14	Martin Luther King Community Center 40 W. 40 th Street Indianapolis, IN 46208 Phone: (317) 923-4581 Attn: Janice Cox and Joni Collins Email: jcox@mlk-msc.org or jcollins@mlk-msc.org	Y	0
15	Goodwill Industries Services 16535 W. Michigan Street Indianapolis, IN 46222 Phone: (317) 524-4313 Attn: Tammy Green Email: tgreen@goodwillindy.org	N	0
16	Kaplan College 7302 Woodland Drive Indianapolis, IN 46278 Phone: (317) 299-6001 Attn: Jill Burton Email: jiburton@kaplan.edu	N	0
17	Butler University Internship and Career Services 4600 Sunset Avenue Indianapolis, IN 46208 Phone: (317) 940-9383 Attn: Mona Guirguis Email: career@butler.edu	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
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20	Indiana University 625 North Jordan Bloomington, IN 47405 Phone: (812) 855-1556 Attn: Jeremy Harmon Email: jeharmon@indiana.edu	N	0
21	Indianapolis Urban League 777 Indiana Avenue Indianapolis, IN 46202 Phone : (317) 693-7652 Attn : Aisha Sabur-Jarvis Email : asjarvis@indplsul.org	N	0
24	Career Builder 200 N. LaSalle Street, Suite 1100 Chicago, IL 60601 Phone: (888) 855-5594 Attn: Yvan Demosthenes www.careerbuilder.com	N	2
25	Employee Referral	N	2
26	Internal Candidate (<i>job announcements posted on a local bulletin board</i>)	N	3
40	SimplyHired.com	N	0
41	Job.com	N	0
42	JuJu.com	N	0
43	Trovit.com	N	0
44	VetJobs.com	N	0
45	Americasjobexchange.com	N	0
52	Oodle.com	N	0
56	Indeed.com (<i>not directly contacted by SEU</i>)	N	1
TOTAL INTERVIEWEES			9

Stephanie Abbott

From: Stephanie Abbott
Sent: Tuesday, January 07, 2014 3:35 PM
To: Anderson University; Ball State University; Butler University; Christamore House; Depauw University; Franklin College; Goodwill Industries Services; Hanover College; Illinois Center for Broadcasting; Indiana State University; Indiana University; Indianapolis Urban League; Ivy Tech Community College; Kaplan College; Marian College; Marian University; Martin Luther King Center; Martin Luther King Center; Martin University; University of Indianapolis/WICR-FM
Subject: Job Posting - WYXB EMG and Promotion Director-Full Time

Please forward to qualified candidates. In order for them to be considered, candidates need to apply online.
www.emmis.com
Thank you!



WYXB
Promotions Dire...

1-18
20-22
25

WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)
RECRUITMENT INITIATIVES FORM
April 1, 2012 through March 31, 2013

	Type of Recruitment Initiative (Menu Selection)	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 an internship program.	4/1/2012-3/31/2013	<p>The Emmis Communications Class Credit internship program is open to college students attending an accredited 4-year college or university. The internship program allows students majoring in the communications or related fields to gain valuable experience and explore potential career opportunities.</p> <p>Students are placed at one of the following Emmis Stations: WIBC(FM), WLHK(FM), WYXB(FM) or WFNI(AM). Students intern in a number of station departments, including programming, promotions, interactive, sales, and news. They are assigned projects that allow them to become familiar with a variety of departments and their role in the company. Interns are asked to complete a 12-week program.</p> <p>During the reporting period, the SEU hosted a total of 14 interns, as follows: -During the Winter-Spring 2012 semester, the SEU hosted 2 interns: 1 in Promotions and 1 in Programming. - During the Summer 2012 semester, the SEU hosted 10 interns: 6 in Promotions, 3 in Programming, 1 in Sales. -During the Fall 2012 semester, the SEU hosted 2 interns: 2 in Promotions.</p>
2.	Participation in scholarship program.	1/11/13 to 2/28/13	Our SEU participates in the Indiana Broadcasters Scholarship program by way of a monetary donation and airing announcements publicizing the student scholarship program administered by the Indiana Broadcasters Association (IBA). Applications for the scholarship were available through the IBA and at the Emmis Communications downtown office. This program awards successful college and high school students with college funding.
3.	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	4/26/12	The SEU's upper management was trained on EEO procedures and methods on April 26, 2012. Areas covered included: job posting outsource efforts, recruitment, public file, recordkeeping, etc. Attendees included: Market Manager, Director of Sales, General Sales Manager (2), Local Sales Manager, Director Emmis Marketing Group and V.P. of Business, National Sales Manager
4.	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	5/15/12	The SEU upper management was trained on EEO procedures and methods on May 15, 2012. Areas covered included: job posting outsource efforts, recruitment, public file, recordkeeping, etc. Attendees included: Director of Operations (AM & FM), Program Director, Operations Director, Promotions Coordinator (2), Dir. Of Digital Media, Promotions Director.

	Type of Recruitment Initiative (Menu Selection)	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>
5.	Participate in job fair.	7/19/12	Our SEU co-sponsored the Indiana Black Expo (IBE) Employment Opportunity Fair on July 19, 2012 at the Indiana Convention Center. This job fair was part of a seven-day conference that celebrates the African-American culture by providing empowerment workshops, career fair, resume assistance, concerts and exhibit booths from vendors throughout the country. Our SEU ran on-air advertisements to publicize the event and encourage attendance at the fair. Representatives from our SEU included the Digital Production Manager and Promotions Director.
6.	Participate in job fair.	10/20/12	Our SEU co-sponsored the Indiana Broadcaster's Association Fall Job Fair on October 20, 2012 at the Marriott North Hotel, Indianapolis, Indiana. The event gave Emmis an opportunity to connect with prospective employees. Our SEU ran on-air advertisements to publicize the event and encourage attendance at the fair. Representatives from our SEU included the Director of Emmis's Marketing Group and the V.P. of Business.
7.	Participation in events or programs sponsored by educational institution relating to career opportunities in broadcasting.	9/28/12	On Friday, September 28, 2012, our SEU's Marketing Group hosted the IUPUI Kelley School of Business Direct Admit Freshman class with both a tour, and then a lunch and learn. Students were able to learn about our specific job duties as well as ask questions about the industry. These students were also given the opportunity to discuss applying for internships and part-time Marketing Team positions once they were ready to take this on with their academics.
8.	Participation in events or programs sponsored by educational institution relating to career opportunities in broadcasting.	10/16/12	On October 16, 2012, our SEU's Marketing Group hosted students from IUPUI as part of their externship program. Students were at our SEU for half the day, touring the building, visiting various departments, and attending a panel discussion with our Director of Emmis Marketing Group, Digital Production Manager, Promotions Directors and Sports Marketing Director.
9.	Participation in event or programs sponsored by educational institution relating to career opportunities in broadcasting.	10/17/12	On October 17, 2012, our SEU's Senior Account Manager participated on a panel at Butler University for a radio/TV class. Our SEU's Senior Account Manager spoke with students about career opportunities in broadcasting. Students also had an opportunity to ask questions about careers in broadcasting.
10.	Participation in events or programs sponsored by educational institution relating to career opportunities in broadcasting.	11/28/12	On November 28, 2012, our SEU's Digital Production Manager spoke to students about careers in broadcasting as part of a radio panel for Applied Radio Students in the Communication Department at the University of Indianapolis.

	Type of Recruitment Initiative (Menu Selection)	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>
11.	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	2/14/13	On February 14, 2013, our SEU's recruiter was trained on the FCC's Equal Employment Opportunity Rules in a training session titled "The Nuts and Bolts for Emmis Recruiters." The training was led by our outside communications counsel at Wiley Rein, LLP. Areas covered included: job posting outsource efforts, recruitment, public file, recordkeeping, and reporting. Our SEU's attendees included: Indy Radio Recruiter and HR Business Partner.
12.	Participate in job fair.	3/16/13	Our SEU co-sponsored the IBA Spring Broadcasting Career Fair on March 16, 2013 at the Marriott Indianapolis North Hotel, Indianapolis, Indiana. Our SEU ran on-air advertisements to publicize the event and encourage attendance at the fair. The event gave Emmis an opportunity to connect with prospective employees and collect resumes from prospective applicants. Representatives from our SEU included our Building Operations Director.
13.	Participation in events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	3/4/13	On March 4, 2013, an Account Manager judged an Indiana Association of School Broadcasters (IASB) High School Broadcasting Competition at the University of Indianapolis. Students had the opportunity to interact with our Account Manager and ask questions about career opportunities in broadcasting.

CERTIFICATE OF PARTICIPATION 2013 SCHOLARSHIP PROGRAM

THIS WILL CERTIFY THAT **WIBC FM,**
COMMUNITY OF LICENSE, Indianapolis, Indiana

*Successfully participated in the Indiana Broadcasters Association 2013
Scholarship program through the Indiana Broadcasters Foundation by:*

- ♦ Making a specified contribution to the
Indiana Broadcasters Foundation Scholarship Fund.
- ♦ Running Scholarship PSA's for the station's community of
license January 11, 2013 through February 28, 2013.
- ♦ Distributing Scholarship applications from the
stations community of license upon request.
- ♦ Collecting completed Scholarship applications
from the station's community of license.
- ♦ Participating in the evaluation of high school and college
scholarship applications for the stations community of
license for the Indiana Broadcasters Selection Committee.

Joe Mislewicz
President & CEO
Issued 03/28/13



3003 E 98th Street
Indianapolis, IN 46280
PH 317-573-0119
iba@indianabroadcasters.org



CERTIFICATE OF PARTICIPATION ~ 2012 INDIANA BLACK EXPO CAREER FAIR

This will certify that WIBC-FM, Community of License, Indianapolis, IN

Successfully participated in the Indiana Black Expo (IBE), Career Fair by:

- ❖ Contributing a specified amount for booth rental for the IBE Career Fair;
- ❖ Running PSA's and placing information on the Community Calendar promoting the IBE Career Fair from July 1, 2012 through July 18, 2012 for the station's community of license;
- ❖ Attending the IBE Career Fair working in the booth collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 27th day of July, 2012.

**By: Linda C. Compton, CEO
Indiana Broadcasters Association**



Space is limited!
Register today!
Deadline: October 12, 2012

Fall Career Fair

Register Now to Take Advantage of Possible EEO Credit!

This program may provide you with the basis to claim a "menu option" outreach initiatives credit under the FCC's EEO regulations. **Specifically, one station representative in attendance must have hiring responsibilities at all of the stations represented.**

Station Must Actively Participate

The rules also state that stations must demonstrate broad outreach of the program they are participating in such as airing PSA's prior to the event and promoting it in other ways while on the air. You should consult with your communications legal counsel with any questions on fulfilling your EEO credits. Please submit to the IBA copies of the stations affidavits concerning airing Career Fair promotion. The IBA will present all participants with a *Certificate of Participation* that you may place in your EEO records as well as any other relevant materials such as PSA's, affidavits, promotional letters, etc.

Date, Time & Location

Saturday, October 20, 2012 - 11:00 AM – 2:00 PM ~ Eastern Time
(Please arrive no later than 10:30 AM to set up your table)

Marriott Indianapolis North Hotel
3645 River Crossing Parkway, Indianapolis, IN 46240
Ballroom TBD

Register by Friday, October 12, 2012 to secure your Table

Space is limited and is filling up fast! Registrations will be taken on a first-come, first-served basis so be sure to complete and return your registration form via fax to 317-573-0895 and submit payment to the IBA office as soon as possible. The deadline for registering is **Friday, October 12, 2012.**

For More Information

Please call Gwen at the IBA office Toll Free: **1-800-342-6276** or Local: **317-573-0119** with any questions.

573-0895



2012 IBA Broadcasting Career Fair Registration Form

Contact Name: *Jill Clendenen*

Station/Company Name: *WIBC WLHK WYXB WFNI*

Address: *40 Monument Circle Suite 600*

City/State/Zip: *Indianapolis IN 46204*

Phone: Fax: Email: *317 403-6470 jclendenen@comcast.net*

Please list all of the call letters represented:

☒ I will participate in the IBA Broadcasting Career Fair, **Saturday, October 20, 2012** from 11:00 AM to 2:00 PM eastern, at the Marriott Indianapolis North Hotel, 3645 River Crossing Parkway, Indianapolis, IN 46240. **There will be one (1) 6' clothed table with 2 chairs and refreshments.** You are welcome to bring your station(s) sign or banner (to fit the front of a 6' table). Resumes will be collected at the Job Fair Registration desk and reproduced; each participating station(s) will receive a copy of **ALL** resumes received at registration in a PDF file. You are welcome to bring **SMALL** promotional items, however, keep in mind you have one (1) 6' table. You will also need to bring your station(s) current job openings and/or information about your station(s) frequency, location, format and that you are an equal opportunity employer.

CO-SPONSOR AGREEMENT

☒ As a participant in the IBA Broadcasting Career Fair I understand that I must air 15-20 Career Fair PSA's beginning two weeks prior to as well as on the day of the career fair mentioned above.

Radio Pricing

Single Station \$50

Two Stations \$75

3-5 Stations \$125

6 and over \$225

TV Pricing

Single Station \$75

2 and over \$125

TOTAL DUE: \$ _____

PAYMENT INFORMATION

Make Checks Payable to: **Indiana Broadcasters Association**

Mail to: **3003 E 98th Street, # 161, Indianapolis, IN 46280**

Pay by Credit Card: ☐ VISA ☐ MC ☐ AMEX

Card Number _____

Expiration Date: _____ Name on Card _____

Billing address and Zip Code _____

*Please invoice
Thanks!*



The FCC's Equal Employment Opportunity Rules: The Nuts & Bolts for Emmis Recruiters

Strategies To Keep Stations Compliant

*Presented by
Elizabeth E. Goldin, Attorney
Wiley Rein, LLP
February 14 & 21, 2013*

Julie Clendenen

From: Julie Clendenen
Sent: Tuesday, February 12, 2013 4:11 PM
To: Jennifer Mulzer
Subject: Accepted: GoToMeeting Invitation - FCC-EEO Refresher Training

Julie Clendenen

From: Jennifer Mulzer
Sent: Thursday, February 14, 2013 3:03 PM
To: Julie Clendenen
Subject: FCC EEO Training
Attachments: Emmis FCC EEO Nuts & Bolts Presentation.pdf

Emailed Gwen 2/12/13



2013 IBA's Spring Career/Internship Fair Registration Form

Contact Name: *Julie Clendene*
Station/Company Name: *Emmis Communications* *WYXB WLHK*
Address: *40 Monument Circle* *WFNI WIBC*
City/State/Zip: *Indianapolis IN ~~46037~~ 46204*
Phone: Fax: Email: *jclendene@indy.emmis.com*
Please list all of the call letters represented: *WIBC WLHK WFNI WYXB*

☒ I will participate in the IBA Broadcasting Career Fair, **Saturday, March 16, 2013** from 11:00 AM to 2:00 PM eastern, at the Marriott Indianapolis North Hotel, 3645 River Crossing Parkway, Indianapolis, IN 46240. **There will be one (1) 6' clothed table with 2 chairs and refreshments.** You are welcome to bring your station(s) sign or banner (to fit the front of a 6' table). Resumes will be collected at the Job Fair Registration desk and reproduced; each participating station(s) will receive a copy of **ALL** resumes received at registration in a PDF file. You are welcome to bring **SMALL** promotional items, however, keep in mind you have one (1) 6' table. You will also need to bring your station(s) current job openings and/or information about your station(s) frequency, location, format and that you are an equal opportunity employer.

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Radio Pricing

Single Station \$50
Two Stations \$75
3-5 Stations \$125
6 and over \$225

TV Pricing

Single Station \$75
2 and over \$125

TOTAL DUE: \$ _____

PAYMENT INFORMATION

Make Checks Payable to: **Indiana Broadcasters Association**
Mail to: **3003 E 98th Street, # 161, Indianapolis, IN 46280**

Pay by Credit Card: ☐ VISA ☐ MC ☐ AMEX

Card Number _____

Expiration Date: _____ Name on Card _____

Billing address and Zip Code _____

*Please
Invoice
Station
Thank you!
Julie*

Julie Clendenen

From: Stephani Remetta
Sent: Wednesday, January 09, 2013 11:24 AM
To: Julie Clendenen
Subject: FW: IASB Competition - Judges Needed



I have signed up to do this, so I wanted to send this to you before I forgot. I am judging the IASB (Indiana Association of School Broadcasters) preliminary submissions on Feb 12th and then the live finals on March 4th. Please let me know if you have any questions.

Steph

Stephani Remetta, Senior Account Manager

B105.7 WYXB / Emmis Marketing Group
 40 Monument Circle, Suite 600, Indianapolis, IN 46204
 317.684.8772 direct / 317.684.2016 fax

If you need immediate assistance, please contact my assistant Dawn West at 317.684.8438

From: Scott T. Uecker [mailto:suecker@uindy.edu]
Sent: Wednesday, January 09, 2013 10:48 AM
To: Nancy Briggs Carlson; Joe Misiewicz; Ashley Creigh; tpollard@bsu.edu; bdumansky@bsu.edu; sbridge@butler.edu; jeffmccall@depauw.edu; jcramer@franklincollege.edu; jasonks@goshen.edu; lclark@huntington.edu; jorourke@huntington.edu; shartle@huntington.edu; jeffrey.perkins@indstate.edu; mary.kahl@indstate.edu; richard.vincent@indstate.edu; randall.king@indwes.edu; ktbruner@taylor.edu; hornbacherj@trine.edu; suecker@uindy.edu; dblack@usi.edu; jburks@vinu.edu; Psmith@vinu.edu; Brad Brown; Kevin Finch; Jay Baker; Dick Rea; Douglas W. Housemeyer; Russ Maloney; Robert H. Gobetz; Joseph Boehnlein; Jcurtisvoice ; jim walsh; Johnny George; John Barten; Ira Maher; jparry@kokomo.k12.in.us; j burrows; bsu needham; jfoster ; nothingtofear ; Leslie Wells; Larry Fletcher; Melissa Hook; Mike Sullivan; scott hainey; manning scott; Scott Michaels; wheelo96 ; Steve Mayflower; Tim Denniston; Susan Decker; tcampbell26 ; Katy Smith; James Bryant; Stephani Remetta; Marcia.york@wrtv.com; rdodgenet@aol.com; Peggy; contact ; gregorykimhurst@gmail.com; Gary Havens; Wayne Pratt; jeffreycrane@gmail.com; Jason Thompson; Jessica Peterson; Cassidy Miller; Nick Lopez; Dscottproductions; MATTHEW PELSOR; jill matheny; newzhed ; Jeff Kuhn; pstauder ; Andy Gipson; andypast1@aol.com; nikkionair ; sroddy ; bjardaiolo ; John Griffin; kfreeman ; Michael Grady; rwcollector ; Charlie Dee; Matt Hibbeln; dthomas ; bpaabv
Cc: Wendy M. Easley; Rich Nye; Drew Carey; Brent Barber; matthew waters; Dan Henn; John M Morris; Eric Meyer
Subject: IASB Competition - Judges Needed

Colleagues:

It is that time of year again when we we look for judges for the Indiana Association of School Broadcasters High School and College Competitions. This year we expect to have 500 or more entries to evaluate.

The judging sessions are as follows at the University of Indianapolis:

Tuesday, February 12, 9:00 am to Noon

1/18/2013

Tuesday, February 12, 1:00 pm to 4:00 pm
Wednesday, February 13, 9:00 am to Noon
Wednesday, February 13, 1:00 pm to 4:00 pm
Wednesday, February 13, 6:00 pm to 10:00 pm
Monday, March 4, 9:30 am to Noon (Live Event Finals)

Those who have judged in the past have told me that they enjoyed the experience. We hope you will join us this year. Please feel free to bring some of your colleagues too. Just let me know what day and time work best for you.

If you are unable to attend, please, please, please pass the opportunity along to others in your company or organization.

Thank you for your support of educational broadcasting.

Scott Uecker
General Manager - WICR-FM/HD/HD2/HD3 and UIndy TV
Faculty Member - University of Indianapolis
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WLHK(FM), WYXB(FM), WFNI(AM), WIBC(FM)
RECRUITMENT INITIATIVES FORM
April 1, 2013 through March 31, 2014

	Type of Recruitment Initiative (Menu Selection)	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 an internship program.	4/1/2013-3/31/2014	<p>The Emmis Communications Class Credit internship program is open to college students attending an accredited 4-year college or university. The internship program allows students majoring in the communications or related fields to gain valuable experience and explore potential career opportunities.</p> <p>Students are placed at one of the following Emmis Stations: WIBC(FM), WLHK(FM), WYXB(FM) or WFNI(AM). Students intern in a number of station departments, including programming, promotions, interactive, sales, and news. The interns are assigned projects that allow them to become familiar with a variety of departments and their role in the company. Interns are asked to complete a 12-week program.</p> <p>During the reporting period, the SEU hosted a total of 12 interns, as follows: -During Winter/Spring 2013, the SEU hosted 2 interns: 1 in Marketing and 1 in Programming. - During Summer 2013, the SEU hosted 7 interns: 3 in Programming, 4 in Marketing. -During Fall 2013, the SEU hosted 3 interns: 1 in Programming, 2 in Marketing.</p>
2.	Participation in scholarship program.	12/15/2013 to 2/28/2014	Our SEU participates in the Indiana Broadcasters Scholarship program by way of a monetary donation and airing announcements publicizing the student scholarship program administered by the Indiana Broadcasters Association (IBA). Applications for the scholarship were available through the IBA and at the Emmis Communications downtown office. This program awards successful college and high school students with college funding.
3.	Participate in job fair.	7/18/2013	Our SEU, along with its corporate parent, co-sponsored the Indiana Black Expo (IBE) Employment Opportunity Fair on July 18, 2013 at the Indiana Convention Center. This job fair was part of a seven-day conference that celebrates the African-American culture by providing empowerment workshops, career fair, resume assistance, concerts and exhibit booths from vendors throughout the country. Representatives from our SEU included our General Sales Manager.
4.	Participation in events or programs sponsored by educational institution relating to career opportunities in broadcasting.	9/10/2013	On September 10, 2013, our SEU's Program Director spoke to communications students at the University of Indianapolis, in Indianapolis, Indiana regarding careers in broadcasting and communications. Students had the opportunity to ask our Program Director questions about the skills needed to succeed in a broadcasting career.

	Type of Recruitment Initiative (Menu Selection)	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>
5.	Participation in events or programs sponsored by educational institution relating to career opportunities in broadcasting.	10/2/2013	On October 2, 2013, our SEU's Senior Account Manager spoke to students at Butler University regarding careers in broadcasting and sales. Students had the opportunity to ask our Senior Account Manager about career opportunities in broadcasting.
6.	Participate in job fair.	10/12/2013	Our SEU, along with its corporate parent, co-sponsored the IBA Broadcasters Fall Job Fair on October 12, 2013 at the Marriott Indianapolis North Hotel, Indianapolis, Indiana. The event gave Emmis an opportunity to connect with prospective employees. Our SEU ran on-air advertisements to publicize the event and encourage attendance at the fair. Representative from the SEU included our V.P. of Business Development.
7.	Participation in events or programs sponsored by educational institution relating to career opportunities in broadcasting.	10/15/2013	On October 15, 2013, our SEU's VP Business Development/GM spoke to sports marketing students at the University of Indianapolis regarding careers in broadcasting and sales.
8.	Participation in events or programs sponsored by educational institution relating to career opportunities in broadcasting.	10/23/2013	On October 23, 2013, our SEU's Program Director spoke to communications students at IUPUI, Indianapolis, Indiana regarding careers in broadcasting and communications.
9.	Participation in job fair.	1/27/2014	On January 27, 2014, our SEU participated in the Sales Career Fair held at Ball State University in Muncie, Indiana. The event gave Emmis the opportunity to connect with prospective employees and discuss job opportunities with individuals interested in careers in broadcasting sales. Our SEU set up a booth and collected resumes from attendees. Our SEU's participants included our General Sales Manager.
10.	Provide training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	2/26/2014	The SEU upper management was trained on EEO procedures and methods on February 26, 2014. Areas covered included: job posting outsource efforts, recruitment, public file, recordkeeping, etc. Attendees included our Director of Operations (AM & FM), Program Director, Operations Director, Market Manager, Director of Sales, General Sales Manager (3), Director Emmis Marketing Group, Market Controller, Assistant Controller, Director of Talk Programming, EMG Coordinator, Executive Producer, HR Administrator, News Director and Traffic Director.
11.	Participation in events or programs sponsored by educational institutions relating to career opportunities in broadcasting.	3/10/2014	On March 10, 2014, our SEU's Account Manager judged an Indiana Association of School Broadcasters (IASB) High School Broadcasting Competition at the University of Indianapolis. Students had the opportunity to interact with our Account Manager and ask questions about career opportunities in broadcasting.



INDIANA BROADCASTERS FOUNDATION

CERTIFICATE OF PARTICIPATION ~ 2014 SCHOLARSHIP PROGRAM

This will certify that, **WIBC-FM, Community of License Indianapolis, Indiana,**

*Successfully participated in the Indiana Broadcasters Association 2014
Scholarship program through the Indiana Broadcasters Foundation by:*

- ❖ Making a specified contribution to the Indiana Broadcasters Foundation Scholarship Fund.
- ❖ Running Scholarship PSA's for the station's community of license,
December 15, 2013 through February 28, 2014.
- ❖ Distributing Scholarship applications from the station's community of license upon request.
- ❖ Collecting completed Scholarship applications from the station's community of license.
- ❖ Participating in the evaluations of the high school and college Scholarship applications
for the station's community of license for the Indiana Broadcasters Association selection committee.

This certificate of participation awarded this 31st day of March, 2014.

By: Joseph P. Misiewicz, President & CEO