

B-2: Sales Account Coordinator

Date of Hire: 2/06/2012

Referral Source of Hiree: Employee Referral

of Interviewees for position and
referral sources of interviewees 14 Interviewees

Austin Community College 1

Employee Referral 4

Virginia College 1

Access UT 5

Greater Austin Hispanic Chamber
of Commerce 1

TAB 2

For Internal Station Use

This Form Should Be Used to Create a Job Vacancy Folder For Each Vacancy At the Station(s)
Use This Information In Completing Appendices 1 and 2 of the EEO Public File Report

NEW JOB VACANCY**Part A****I. General Information**Job Title: Account CoordinatorStation: KAKWDate Position Opened: 11/21/11

Date Position Filled: _____

Documentation of Dissemination of Notice: Has Part B of this form detailing recruitment efforts undertaken been completed and dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing this vacancy attached hereto?

Yes [] No []

II. Interviewees

1. List of people interviewed for this position:

Name	Date	Recruitment Source
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Total number of people interviewed for this position: _____

III. Hiree

Person ultimately hired for this position: Name: _____

Recruitment Source: _____

Approval:

General Manager: _____ Date: _____

Part B - Recruitment Sources Utilized

1. Was a copy of the job notice for this vacancy posted in a place where employees would easily see it at the station(s) and at other stations in the group?

Yes [☒] No [☐]

Date posted: 11/21/11
Attach a copy of notice posted.

2. Was a copy of the job notice for this vacancy sent to any third party for distribution to its list of referral organizations (i.e. state broadcasters association)?

Yes [☒] No [☐]

Name of Third Party: TAB
Date sent: 11/21/11
Attach proof of sending to third party. Attach copy of third party's proof of distribution.

3. Was a copy of the job notice for this vacancy sent to all of the organizations on the station's list of organizations entitled to receive copies of such notices (Form 1)?

Yes [☒] No [☐]

Date sent: 11/21/11
Attach a copy of the current list of such organizations. Attach proof of sending to such organizations.

4. Was a copy of the job notice posted on the station(s) website?

Yes [☐] No [☐]

Date posted: _____
Attach a copy of notice posted.

5. Was a copy of the job notice for this vacancy sent to any additional organizations or advertised in any additional media outlets?

Yes [☒] No [☐]

Complete the following information for each additional source utilized for advertising the vacancy. Attach copies of newspaper advertisements and scripts of radio/television advertisements. Attach proof of publication.

- a) Name of Source: ACC
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____
How was notification given to this source? _____

b) Name of Source: ANM
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____
How was notification given to this source? _____

c) Name of Source: Huston-Tillotson
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____
How was notification given to this source? _____

d) Name of Source: ITT-Tech
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____
How was notification given to this source? _____

e) Name of Source: GAHCC
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____
How was notification given to this source? _____

f) Name of Source: Concordia
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____
How was notification given to this source? _____

g) Name of Source: LULAC
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____
E-mail: _____
How was notification given to this source? _____

How was notification given to this source? _____

i) Name of Source: Southwestern University
Contact Person: _____
Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How was notification given to this source? _____

j) Name of Source: St. Edwards
Contact Person: _____
Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How was notification given to this source? _____

k) Name of Source: Virginia College
Contact Person: _____
Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How was notification given to this source? _____

l) Name of Source: Texas Higher Education
Contact Person: _____
Address: _____

Telephone: _____ Fax: _____

E-mail: _____

How was notification given to this source? _____

m) Texas Workforce Commission

n) Virginia College

JOB DESCRIPTION

JOB TITLE: Account Coordinator
LOCATION: Austin, TX
DEPARTMENT: Sales
REPORTS TO: Account Executive (s)

POSITION OVERVIEW

The Account Coordinator will assist Account Executives (AEs) in transactional support. Key tasks of the account coordinator include: entering orders, creating packages, assisting with make-goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals and following up on invoice discrepancies/collections.

FUNCTIONAL RESPONSIBILITIES:

- Entering orders into system OSI and Media Ocean systems and verifying accuracy
- Assisting AE's by pulling avails, linking with historical rates and creating packages/proposals for AE approval
- Pulling daily pre-emption reports and contacting stations for make good offers for client approval
- Posting and pre-posting. Assisting AE with Underdelivery Schedules
- Communicating when commercial will air to client
- Getting ad copy (either from client or production department) and verifying quality
- Responding to incoming requests
- Getting credit approval and creating profile for new accounts
- Following up with agencies/customers on invoice discrepancies and collections
- Perform general administrative tasks (e.g., answering calls, preparing reports, etc.)

EDUCATION REQUIREMENTS:

College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

- Data entry experience
- Detail oriented
- Strong organizational skills
- Good verbal and written English language skills; conversational ability in Spanish required.
- Customer Service experience
- Microsoft Windows/Office with proficiency in Excel
- Self starter with strong multitasking abilities

FOLLOWING WOULD BE A PLUS:

Previous advertising/media experience

Knowledge of Donovan, OSI, Media Ocean, Matrix, Concur

Exposure to Nielsen

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

Account Coordinator

Job # KAKW 2011-02

c/o Christie Humphries, Local Sales Manager

KAKW TV 62

2233 W. North Loop Blvd

Austin, TX 78756

Email: chumphries@univision.net and put Account Coordinator in the subject line

Fax: 512-533-2874

We do not confirm receipt of resumes and please no phone calls.

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER

Chris Albrecht

From: Blanca Gaytan
Sent: Monday, November 21, 2011 2:08 PM
To: American Women in Radio and Television
Austin Comm College; Chris Albrecht; Gloria Villarreal; Huston - Tillotson ; ITT-Tech
(jchance@itt-tech.edu); Joshua Garza-GAHCC; Kevin Kerr (careerservices@concordia.edu);
League of United Latin American Citizens; Southwestern University; St. Edwards University;
Stacie Royer-Virginia College; TAB; Texas Higher Education; Texas Workforce Commission
Subject: Employment opportunity
Attachments: KAKW-#2011-02 Account Coordinator (TV).doc

Hello,

Attached is an open position for an Account Coordinator at Univision TV.

Thank you,

Blanca Gaytan | Weather/Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop
Boulevard, Austin, TX 78756
Direct: 512-533-2803 | bgaytan@univision.net | <http://www.univision.com>



Chris Albrecht

From: Blanca Gaytan
Sent: Monday, November 21, 2011 2:59 PM
To: awood1@austincc.edu
Cc: Chris Albrecht
Subject: employment opportunity
Attachments: KAKW #2011-02 Account Coordinator (TV).doc

Hello,

Attached is an open position for an Account Coordinator at Univision.

Thank you,

Blanca Gaytan | Weather/Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop
Boulevard, Austin, TX 78756
Direct: 512-533-2803 | bgaytan@univision.net | <http://www.univision.com>



Chris Albrecht

From: Blanca Gaytan
Sent: Monday, November 21, 2011 2:15 PM
To: alisha.whitaker@vc.edu
Cc: Chris Albrecht
Subject: Employment opportunity
Attachments: KAKW #2011-02 Account Coordinator (TV).doc; 52f292.png

Hello Alisha,

Attached is an open position for an Account Coordinator at Univision.

Thank you,

Blanca Gaytan | Weather/Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop
Boulevard, Austin, TX 78756
Direct: 512-533-2803 | bgaytan@univision.net | <http://www.univision.com>



Chris Albrecht

From: Blanca Gaytan
Sent: Monday, November 21, 2011 2:52 PM
To: humanresources@htu.edu; cdg@htu.edu
Cc: Chris Albrecht
Subject: employment opportunity
Attachments: KAKW #2011-02 Account Coordinator (TV).doc

Hello,

Attached is an open position for an Account Coordinator at Univision.

Thank you,

Blanca Gaytan | Weather/Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop
Boulevard, Austin, TX 78756
Direct: 512-533-2803 | bgaytan@univision.net | <http://www.univision.com>

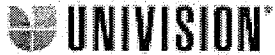


Chris Albrecht

From: Blanca Gaytan
Sent: Monday, November 21, 2011 2:42 PM
To: Chris Albrecht
Subject: FW: employment opportunity
Attachments: KAKW #2011-02 Account Coordinator (TV).doc

Greater Austin Hispanic Chamber

Blanca Gaytan | Weather/Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop
Boulevard, Austin, TX 78756
Direct: 512-533-2803 | bgaytan@univision.net | <http://www.univision.com>



From: Blanca Gaytan
Sent: Monday, November 21, 2011 2:41 PM
To: 'lrodriguez@gahcc.org'
Subject: employment opportunity

Hello,

Attached is an open position for an Account Coordinator at Univision.

Thank you,

Chris Albrecht

From: Blanca Gaytan
Sent: Monday, November 21, 2011 4:25 PM
To: Chris Albrecht
Subject: Emailing: Job Postings.htm

GO

Greater Austin Hispanic Chamber of Commerce

Your Resource Your Future Your Voice

23

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Home Calendar About the Chamber Membership Programs & Initiatives Hispanic Demographics

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Job Postings

Need help announcing a job opening? Are you seeking bilingual employees? Send us your information and we will post your job opening on the Greater Austin Hispanic Chamber website for 30 days. This benefit is free to GAHCC Members and \$50 for Future Members.

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GAHCC Members

is
Resource Center
Development
Initiatives
Government Dollars
Business Center
with Business

Please send job postings to Lisa Rodriguez at lrodriguez@gahcc.org. Please include:

- Detailed job description
- Qualifications
- Employer contact information
- Maximum of 2 pages
- ***We only accept PDF documents***

ilness
n Leadership
n Leadership

Future Members

For \$50, the GAHCC will post your job opening for 30 days. To submit your job opening, [click here](#).

mbassadors

Job Openings

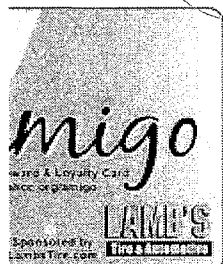
Univision - [Account Coordinator](#)

PeopleFund - [Director of Finance & Accounting](#)

Regions Bank - [Branch Service Leader & Branch Team Leader](#)

State Farm - [Auto Claims Processors](#)

HelioVolt Corporation - [Multiple Job Openings](#)





[fileadmin/files/Docs/Generic_Job_Posting_external.pdf](#)

Univision Radio - [Intern-Promotions Coordinator](#)

Univision Radio - [Intern Sales-General Admin](#)

Univision Radio - [Remote Technician](#)

Univision Radio - [Retail Account Executive](#)

Intelligent Staffing - [Bilingual Customer Service Representatives](#)

Horizon Staffing Services - [Bilingual Customer Support Representative \\$12/hour](#)

Wells Fargo - [Teller](#)

Wells Fargo - [Part-time Tellers](#)

City of Austin - [Department Safety Manager](#)

State Farm Insurance - [Claim Representative- Fire](#)

The Boon Group - [Enrollment Specialist](#)

Evins Personnel Consulting, Inc. - [Housekeepers](#)

St. Edwards University - [Web Designer & Front-end Developer](#)

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2800 South IH-35 Suite 260 Austin, Texas 78704 Main 512-476-7502 Fax 512-476-6417

Website Disclaimer

Website design by Envision Creative Group

Blanca Gaytan | Weather/Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop
Boulevard, Austin, TX 78756
Direct: 512-533-2803 | bgaytan@univision.net | <http://www.univision.com>



Chris Albrecht

From: EmailJob@site.CareerBuilder.com
Sent: Monday, November 21, 2011 5:04 PM
To: Chris Albrecht
Subject: Account Coordinator
Attachments: orange_grad.jpg; bg_content.jpg; bg_footer2.jpg; bg_btn.gif



[My CareerBuilder](#) [Find Jobs](#) [Job Recommendations](#) [Post Resumes](#)

A Job for You!

Blanca Gaytan thought you would be interested in this job:

Get more jobs like this

Sign up today to get jobs like this sent to you automatically

[Subscribe](#)

Job Information

Job Title: Account Coordinator

Req'd Education: 2 Year Degree

Company: Univision Communications Inc.

Req'd Experience: 1 to 2 years

Location: US-TX-Austin

Base Pay: N/A

Employee Type: Full-Time

[Apply Now >>](#)

JOB TITLE: Account Coordinator

LOCATION: Austin, TX

DEPARTMENT: Sales

REPORTS TO: Account Executive (s)

POSITION OVERVIEW

The Account Coordinator will assist Account Executives (AEs) in transactional support. Key tasks of the account coordinator include: entering orders, creating packages, assisting with make-goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals and following up on invoice discrepancies/collections.

FUNCTIONAL RESPONSIBILITIES:

Entering orders into system OSI and Media Ocean systems and verifying accuracy

Assisting AE's by pulling avails, linking with historical rates and creating packages/proposals for AE approval

Pulling daily pre-emption reports and contacting stations for make good offers for client approval

Posting and pre-posting. Assisting AE with Underdelivery Schedules

Communicating when commercial will air to client

Getting ad copy (either from client or production department) and verifying quality

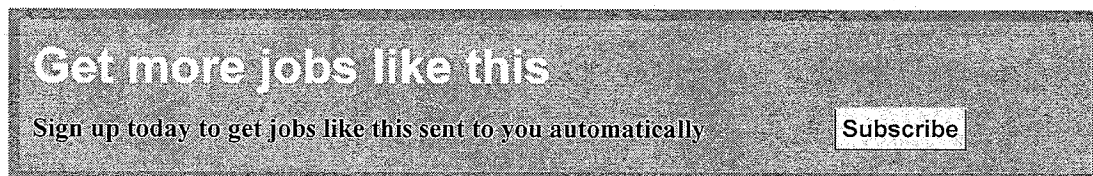
Responding to incoming requests

Getting credit approval and creating profile for new accounts

Following up with agencies/customers on invoice discrepancies and collections

Perform general administrative tasks (e.g., answering calls, preparing reports, etc.)

[Full Job Details](#)



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More Jobs to Consider

Recommendations

for US: Austin, TX 78756

These recommendations are based on the content of your resume.

Job Title	Company	Location	Date Posted
Sales Coordinator	Spherion Staffing Services	US-CA-El Segundo	11/21/2011
Customer Service Order Entry	Aerotek	US-WA-Kent	11/21/2011
Coord 2, Ad Sales Analysis- Sales Support - Spotlight - Memphis	Comcast Cable	US-TN-Memphis	11/21/2011
Bilingual Sales Support	Aerotek	US-IL-Chicago	11/21/2011
Data Entry		US-MA-Lexington	11/21/2011
Sales Support	Gaffney-Kroese Supply	US-NJ-Piscataway	11/21/2011
Inside Sales Coordinator		US-CO-Littleton	11/21/2011
Sales Support Coordinators	Randstad Engineering	US-GA-Ball Ground	11/21/2011
Sales Support Associate	Cisco-Eagle, Inc.	US-OK-Oklahoma City	11/21/2011
Customer Service/Order Entry	Aerotek	US-MA-Newburyport	11/21/2011
Inbound Sales/Order Entry Rep	Aerotek	US-NY-Williamsville	11/20/2011
Order Entry Clerk	Extron Electronics	US-CA-Anaheim	11/20/2011
Customer Order Coordinator		US-MI-Fowlerville	11/20/2011
Administrative/ Sales Assistant - Audio Visual Industry	LMG	US-FL-Tampa	11/19/2011
Sales Support Coordinator	Carousel Industries	US-CT-Windsor	11/19/2011
Sales Assistant / Order Entry	HRESHKO Consulting	US-NJ-Cranbury	11/18/2011
Order Processing/ Customer Service	Aerotek	US-CA-San Marcos	11/18/2011
ORDER TO CASH PROCESS LEADER	Invista	US-KS-Wichita	11/18/2011
Sales Coordinator	Kelly Services	US-MI-Sterling Heights	11/18/2011
Coord 2, Ad Sales Analysis- Sales Support - Spotlight- Little Roc	Comcast Cable	US-AR-Little Rock	11/18/2011
Sales Support	Masco	US-IL-Chicago	11/18/2011

For your privacy and protection when applying to a job online: Never give your social security number to a prospective employer, provide credit card or bank account information, or perform any sort of monetary transaction.

Please do not reply to this email. This is an automated email. If you reply, it cannot be read. If you have questions or comments for CareerBuilder.com please contact Customer Service.
5550-A Peachtree Parkway, Suite 200 | Norcross GA 30092

Chris Albrecht

From: Blanca Gaytan
Sent: Monday, November 21, 2011 4:48 PM
To: Chris Albrecht
Subject: job posting



WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

HIRETEXAS: ACCESSUT
Recruit students and alumni of The University of Texas at Austin

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Welcome back, Blanca A Gaytan

ACTIVE AND PENDING JOBS

The following jobs are currently in active or pending status. Active jobs are viewable by students. Pending jobs are awaiting approval.

Click on column headings to change sort order.

<u>Title</u>	<u>Options</u>	<u>Status</u>	<u>Viewings</u>	<u>Expiration Date</u>
Account Coordinator	edit deactivate	pending	0	21-Dec-2011

Blanca Gaytan | Weather/Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop
Boulevard, Austin, TX 78756
Direct: 512-533-2803 | bgaytan@univision.net | <http://www.univision.com>



Chris Albrecht

From: Blanca Gaytan
Sent: Monday, November 21, 2011 2:30 PM
To: Chris Albrecht
Subject: FW: TVJobs.com - Account Coordinator job posted

Blanca Gaytan | Weather/Accounting Assistant | Univision Communications Inc. | 2233 W. North Loop Boulevard, Austin, TX 78756
Direct: 512-533-2803 | bgaytan@univision.net | www.univision.com

-----Original Message-----

From: jobs@tvjobs.com [mailto:jobs@tvjobs.com]
Sent: Monday, November 21, 2011 2:30 PM
To: Blanca Gaytan
Subject: TVJobs.com - Account Coordinator job posted

JOB POSTING NOTIFICATION FROM TVJOBS

Blanca Gaytan,

Your "Account Coordinator" position was just posted in the TVJobs.com Database and is now available online...

Station : KAKW
Position: Account Coordinator (KAKW#2011-02)
Category: Sales - Sales Coordinator
Job ID : TVJ#34173903
Posted : 11/21/2011
Expires : 12/21/2011
Status : Registered Employer - Job Posted Ad Text :

Account Coordinator

POSITION OVERVIEW

The Account Coordinator will assist Account Executives (AEs) in transactional support. Key tasks of the account coordinator include: entering orders, creating packages, assisting with make-goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals and following up on invoice discrepancies/collections.

FUNCTIONAL RESPONSIBILITIES:

Entering orders into system OSI and Media Ocean systems and verifying accuracy Assisting AE's by pulling avails, linking with historical rates and creating packages/proposals for AE approval Pulling daily pre-emption reports and contacting stations for make good offers for client approval Posting and pre-posting. Assisting AE with Underdelivery Schedules Communicating when commercial will air to client Getting ad copy (either from client or production department) and verifying quality Responding to incoming requests Getting credit approval and creating profile for new accounts Following up with agencies/customers on invoice discrepancies and collections Perform general administrative tasks (e.g., answering calls, preparing reports, etc.)

EDUCATION REQUIREMENTS:

College degree required

EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:

Data entry experience

Detail oriented

Strong organizational skills

Good verbal and written English language skills conversational ability in Spanish required.

Customer Service experience

Microsoft Windows/Office with proficiency in Excel Self starter with strong multitasking abilities

FOLLOWING WOULD BE A PLUS:

Previous advertising/media experience

Knowledge of Donovan, OSI, Media Ocean, Matrix, Concur Exposure to Nielsen

INTERESTED CANDIDATES PLEASE SUBMIT RESUME TO:

Account Coordinator

Job # KAKW 2011-02

c/o Christie Humphries, Local Sales Manager KAKW TV 62

2233 W. North Loop Blvd

Austin, TX 78756

Email: chumphries@univision.net and put Account Coordinator in the subject line

Fax: 512-533-2874

We do not confirm receipt of resumes and please no phone calls.

UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER

Notes:

1. We recommend that you either save or print this page and provide the above Job ID number to an TVJobs administrator in any future correspondence concerning this ad.
2. We recommend that you print this page and include it with your EOE file for this position as confirmation that this job was posted for the above duration at TVJobs.com (<http://www.tvjobs.com>)
3. We will send notification of pending expiration prior to the expiration date to enable you to extend the job, if necessary. Should you need this job extended, e-mail admin@tvjobs.com, supply reference number and amount of additional time needed. We are happy

to extend the position for you.

4. If no extension is needed, the job will be automatically removed at 1 am PST on 12/21/2011.
5. If for any reason you need the listing removed early, e-mail admin@tvjobs.com, supply reference number and reason for removal.
6. If you would like to verify that the actual job listing is online, point your browser to:

<http://www.tvjobs.com/cgi-bin/JOB?ID=4502211417311030>

TIP! The above address is a good way to check on the status of this position. Keep this address where you can easily find it.

Thank you very much for posting your available positions at TVJobs.
If we can be of any further assistance, don't hesitate to ask.

Best Regards

Mark C. Holloway
Broadcast Employment Services
TVJobs.com
admin@tvjobs.com

>>This message has been automatically generated by TVJobs to help you
>>manage your online jobs.<<