

B-16:

Activations Manager

Date of Hire:

12/17/2018

Referral Source of Hire:

Internal Candidate

# of Interviewees for position  
and referral sources of  
interviewees

[8] Interviewees

[1] Internal Candidate

[1] LinkedIn

[4] UCI Careers Site

[2] Career Builder



Job Title: Activations Manager  
Job #: SA2018-10  
Department: Marketing/Promotions  
Reports to: Director of Operations  
Location: San Antonio, TX

### **ACTIVATIONS MANAGER**

#### **Position Summary:**

The Activations Manager is responsible for coordinating with local teams to execute corporate and station initiatives along with sales-related promotions as a multiplatform function. As such, the ideal candidate has a background in both video production and radio promotions.

#### **Job Responsibilities**

- Maintain daily communication/coordination with local promotions team, sales and Corporate Marketing to align and maximize all promotional revenue opportunities for the market.
- Implement Univision guidelines for the local television, radio and digital brands.
- Assist Sales, Production and Creative Services with the production of image campaigns that support television, radio and digital.
- Oversee video production of event recaps with focus on client proof of performance.
- Work with creative team to produce ratings-driven content to generate revenue.
- Assist Director of Sales and Creative Services with the execution and coordination of Univision Local Media's core events, within approved budget.
- Timely communication and coordination with Univision teams for local on-air promotions, events and activations.
- Supervise and implement social media strategies to build brand awareness for local DJs and generate traffic and engagement to Univision Radio social platforms.
- Supervise, manage and train the local promotions technicians.
- Work with sales account executives to execute and manage weekly client activations.
- Follow corporate guidelines to prepare and manage weekly activations, reports and ticket management.
- Coordinate video editing, graphic design and radio promo production workflow.
- Attend weekly sales meetings.
- Maintain positive working relationships and foster team spirit.

#### **Required Skills & Experience**

- Three-plus years promotions and marketing experience
- Thorough understanding of radio and TV production
- Working knowledge of Microsoft Office Suite, V-Promotions/V-Creative, Adobe After Effects & Premiere

- Attention to detail
- Excellent organizational and interpersonal skills
- Excellent oral and written skills
- Strong analytical skills

**Education**

- Bachelor's degree in related field preferred by not required

**Necessary Language Skills**

- Bilingual (English and Spanish Preferred)

**Physical Demands:** While performing the duties on this job, the employee is occasionally required to stand, walk, sit, use hands to handle objects, reach with hands and arms, climb stairs, stoop kneel, or crunch. The employee must occasionally lift and/or move up to 25 pounds.

**Please submit resume to:**

[www.univision.com/careers](http://www.univision.com/careers)

NO PHONE CALLS PLEASE

*We do not confirm receipt of resumes*

**UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER**

B16

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Addit make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requ constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such i Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferen

<b>Display Job Title *</b>	Activations Manager	
<b>Division *</b>	Promotions	
<b>Primary Location *</b>	San Antonio, TX	<b>Address *</b> USA
<b>Additional Location(s)</b>		
<b>Pay Group</b>	Pay Group	
<b>Department</b>	Department	
<b>Contact Phone</b>		
<b>Employment Type *</b>	Regular ▼	Full Time Part Time
<b>Currency *</b>	United States Dollar ▼	
<b>Compensation *</b>	Salary ▼	
<b>Range</b>	\$ 0.00	To \$ 0.00
<b>Referral Bonus</b>	\$ 0	
<b>Business Unit(s) *</b>	Local Media	
<b>FLSA Status *</b>	Exempt	
<b>Job Function(s) *</b>	Production Operations	
<b>I certify I received proper authorization from dept head or bus mgr prior to adding requisition. *</b>	Yes	
<b>Personnel Change Request (PCR)</b>		
<b>WD Requisition Number</b>		
<b>Posting Date</b>	10/24/2018	
<b>Standard Hours *</b>	20	
<b>SLA Tier Option</b>	Tier 3	
<b>Location(s)</b>	TX - San Antonio	
<b>GL Code</b>	STATIONS 103705-570495-1100-000000-00000-000000	
<b>Billing Field</b>	Univision	
<b>Background Verification Package:</b>	Staff Basic Package	

<b>Add On Background Service - Credit</b>	No
<b>Add On Background Service - Education</b>	No
<b>Add On Background Service - Motor Vehicles Records</b>	Yes
<b>Add On Background Service - Professional License</b>	No
<b>Officer Code</b>	
<b>Supervisory Org</b>	
<b>WD Position ID</b>	
<b>Company Reference ID</b>	
<b>Frequency</b>	
<b>WD Cost Center</b>	
<b>EEO Category</b>	

**DESCRIPTION AND QUALIFICATIONS**

External

Internal

Font Name      Size

**Job #: SA2018-10**

**Description \***

**Position Summary:**

The Activations Manager is responsible for coordinating with local teams to execute c with sales-related promotions as a multiplatform function. As such, the ideal candidat production and radio promotions.

**Job Responsibilities**

- Maintain daily communication/coordination with local promotions team, sales align and maximize all promotional revenue opportunities for the market.
- Implement Univision guidelines for the local television, radio and digital brand.
- Assist Sales, Production and Creative Services with the production of im television, radio and digital.

Minimum

Ideal

Font Name      Size

**Qualifications**

**Required Skills & Experience**

- Three-plus years promotions and marketing experience
- Thorough understanding of radio and TV production
- Working knowledge of Microsoft Office Suite, V-Promotions/V-Creative, Adobe
- Attention to detail
- Excellent organizational and interpersonal skills
- Excellent oral and written skills
- Strong analytical skills

**Desired Skills & Experience**

- Bachelor's degree in related field preferred by not required
- Bilingual (English and Spanish Preferred)

## HIRING TEAM

### Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approva  
If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

**Primary Owner \*** Waleska Rivera

**Owner(s)** Davila, Roland  
Villalobos, Mayra  
Castillo, Thess

### Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic r

**Hiring Manager** Roland Davila

**Reviewer(s)** Bazaldua-Salazar, Cristina

### Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any appli

**Interviewer(s)**

## ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	OI
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## Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

[View Approval Status](#)

## REQUISITION

**Requisition ID**

req2684

**Priority \***

Medium ▼

**Openings: \***

1

On Going

**Target Hire Date**

1/30/2019

(Target hire date of first opening)

**Requisition Status**

Closed ▼

**Do Not Allow to Apply**

**(Note: Referral Bonus will not apply to this requisition if Do Not Allow to App**



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## Mayra Villalobos

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**From:** Jorge Jimenez  
**Sent:** Monday, October 22, 2018 4:39 PM  
**To:** multicultural@ncsu.edu; advisor@amberton.edu; michelle@radioschool.com; info@gdaacc.com; Fred\_Burgess@aaul.org; seu.careerplan@stedwards.edu; Alfredo Durand; rstackens@ccdallas.org; cgreene@bcc.org; chum@dbcc.org; cro@dbcc.org; rgates@dbcc.org; dfortier@devry.edu; kenya@gdhcc.com; branch@naacphouston.org; info@nlgja.org; hcrable@beonair.com; oca@ocanational.org; cgomez@ser-national.org; strivecareer@stmarytx.edu; pmackin@gahcc.org; admin@tvjobs.com; mediaarts@unt.edu; Info@blackcontractors.org; Alfredo Durand; sourcing@dfwmsdc.com; treed@ephcc.org; bbolden@fwmbcc.org; Hatcher.beverly@gtmbc.com; milton@houstonbiz.org; randymagdalenos@yahoo.com; mvelasquez@houstonhispanicchamber.com; jmancilla@houstonhispanicchamber.com; info@houstonhispanicchamber.com; angela.freeman@hmsdc.org; txasianchamber@gmail.com; taaacc179@yahoo.com; panton@tamacc.org; procurement@tcbcc.org; gmcdermott@uspaacc-sw.org; asteele@wbcsouthwest.org; bids@wbea-texas.org  
**Subject:** Univision - Job Posting - Radio Account Executive  
**Attachments:** SAT2018-10Activations Manager (002).pdf

Hello,

Attached is a PDF of our most current job posting. Please post for viewing.

If this is not the correct contact email address, please be so kind to reply with the correct contact for your organization.

B-17:

Radio Local Sales Manager

Date of Hire:	01/02/2019
Referral Source of Hire:	Employee Referral
# of Interviewees for position and referral sources of interviewees	[5] Interviewees [2] UCI Careers Site [2] LinkedIn [1] Employee Referral



Job Title: Local Sales Manager  
Job #: SAT 2018-11  
Department: Local Media - Sales  
Reports to: VP, Director of Sales  
Location: San Antonio, Texas

### Local Radio Sales Manager

#### **Position Summary**

Univision is the most trusted brand by Hispanic America. We reach and engage with the fastest growing segment of the population via our multi-media platforms. Here is your opportunity to lead a passionate and dedicated sales team. Univision Local Media San Antonio seeks a dynamic and innovative Local Sales Manager with a proven winning track record to lead this team of professionals focused on our Radio and Digital properties.

- The Local Radio Sales Manager will identify and drive sales strategies for San Antonio Local Media in order to attain revenue and share goals through development of overall direction, product and training for all products. Strategize and work collaboratively with all sales managers and the entire sales organization to successfully execute the traditional, digital, experiential, and business development needs of Univision Local Media. The ideal candidate will possess exceptional leadership, communication and project management skills and be well versed in traditional and 3rd party digital ad products.

#### **Job Responsibilities**

Attain local revenue goals, monthly, quarterly and annually while growing San Antonio Market share on Radio and other platforms

- Be the internal expert and resource for all things related to digital media
- Influences, trains and motivates the development of the San Antonio Local Media sales staff on growing our traditional revenue, digital revenue and business development streams while introducing new products during weekly sales meetings
- Responsible for hiring, training, and performance management of sellers. Coaching, setting goals and working to keep them motivated and engaged. Maintain a pipeline of sales professionals to build a strong talent pool for future needs.
- Conducts individual coaching sessions and performs mid-year and annual reviews for direct reports
- Conducts weekly and monthly local sales reporting as needed
- Sets monthly, quarterly and annual goals for individual AE's. Tracks performance and determines accountability measures.
- Coordinate sales efforts, develop multi-product marketing solutions and communicate changes in direction, products, expectations, processes and standards
- Drives sales, pricing, packaging and launch of new digital products
- Responsible for presentation development

- Partner with Research and Marketing to ensure that all Traditional & Digital Media information is current and accurate
- Analyze market trends and competitive initiatives with monthly Miller Kaplan Audit Reports
- Continually tracks digital media metrics to ensure growth and the utilization of the full product set
- Conducts continuous research on the latest industry trends, preliminary tests and consumer behavior analysis in order to develop new ideas for the DFW market in order to generate further revenue
- Develops strong relations with internal department heads and external customers including key relationships at local and national agencies as well as direct clients

#### **Required Skills & Experience**

- Strong problem solving and communication skills
- Valid driver's license with good driving record is required
- Ability to prioritize and work in a result oriented, rapidly changing, dynamic and fast-paced environment that requires collaboration across multiple stakeholders and constituents
- Action-oriented, effective communicator with strong leadership and development skills
- Able to think strategically, act tactically and effectively manage multiple projects
- Demonstrated history of success in a goal-oriented, highly accountable environment
- Must be proficient in Microsoft PowerPoint, Excel, and Outlook
- Excellent written and oral communication skills
- Ability to work independently with little supervision

#### **Desired Skills & Experience**

- Bachelor's degree (B.A) from four-year college or university in marketing, advertising, sales and/or broadcasting
- Must have good working knowledge of broadcast industry, internet and mobile media platforms, terminology, and analytics
- Must have strong interpersonal and relationship building skills with the ability to create solid business relationships and develop a sense of team with the AE's and managers
- Must have knowledge in local media advertising, competitive strategies, product marketing, product management and team management
- Must be analytical, detail-oriented and possess strong project management, organizational, problem solving and time management skills
- Must be a creative and innovative thinker

#### **Physical Requirements**

- Ability to stand, walk, bend, type, edit, reach and sit for up to (8) hours.

#### **Eligibility Requirements**

- Must be willing to work from office in San Antonio, Texas
- Employment/education will be verified

- Must have unrestricted authorization to work in the United States

**Please apply on our Univision Careers Webpage:  
<http://corporate.univision.com/corporate/careers/>**

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<b>Display Job Title *</b>	Radio Local Sales Manager	
<b>Division *</b>	Sales - Retail	
<b>Primary Location *</b>	San Antonio, TX	<b>Address *</b> USA
<b>Additional Location(s)</b>		
<b>Pay Group</b>	Pay Group	
<b>Department</b>	Local Sales	
<b>Contact Phone</b>		
<b>Employment Type *</b>	Regular ▼	Full Time Part Time
<b>Currency *</b>	United States Dollar ▼	
<b>Compensation *</b>	Salary ▼	
<b>Range</b>	\$ 0.00	To \$ 0.00
<b>Referral Bonus</b>	\$ 0	
<b>Business Unit(s) *</b>	Local Media	
<b>FLSA Status *</b>	Exempt	
<b>Job Function(s) *</b>	Sales	
<b>I certify I received proper authorization from dept head or bus mgr prior to adding requisition. *</b>	Yes	
<b>Personnel Change Request (PCR)</b>		
<b>WD Requisition Number</b>		
<b>Posting Date</b>	10/25/2018	
<b>Standard Hours *</b>	40	
<b>SLA Tier Option</b>	Tier 3	
<b>Location(s)</b>	TX - San Antonio	
<b>GL Code</b>	RADIO 203000-570495-1100-000000-000000-000000	
<b>Billing Field</b>	Univision	
<b>Background Verification Package:</b>	Manager Basic Package	

<b>Add On Background Service - Credit</b>	No
<b>Add On Background Service - Education</b>	No
<b>Add On Background Service - Motor Vehicles Records</b>	No
<b>Add On Background Service - Professional License</b>	No
<b>Officer Code</b>	None
<b>Supervisory Org</b>	
<b>WD Position ID</b>	
<b>Company Reference ID</b>	
<b>Frequency</b>	
<b>WD Cost Center</b>	
<b>EEO Category</b>	

**DESCRIPTION AND QUALIFICATIONS**

External	Internal
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Font Name      Size

Job #: SAT 2018-11

**Description \***

Univision is the most trusted brand by Hispanic America. We reach and engage with 1 population via our multi-media platforms. Here is your opportunity to lead a passionate Univision Local Media San Antonio seeks a dynamic and innovative Local Sales Manager record to lead this team of professionals focused on our Radio and Digital properties.

The Local Radio Sales Manager will identify and drive sales strategies for San Antonio revenue and share goals through development of overall direction, product and training work collaboratively with all sales managers and the entire sales organization to succeed digital, experiential, and business development needs of Univision Local Media. The ideal exceptional leadership, communication and project management skills and be well versed in digital ad products.

Minimum	Ideal
---------	-------

Font Name      Size

**Qualifications**

**Required Skills & Experience**

- Strong problem solving and communication skills
- Valid driver's license with good driving record is required
- Ability to prioritize and work in a result oriented, rapidly changing, dynamic and fast collaboration across multiple stakeholders and constituents
- Action-oriented, effective communicator with strong leadership and development skills
- Able to think strategically, act tactically and effectively manage multiple projects
- Demonstrated history of success in a goal-oriented, highly accountable environment
- Must be proficient in Microsoft PowerPoint, Excel, and Outlook
- Excellent written and oral communication skills
- Ability to work independently with little supervision

**Desired Skills & Experience**

- Bachelor's degree (B.A.) from four-year college or university in marketing, advertising



## HIRING TEAM

### Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approva If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

**Primary Owner \*** Mayra Villalobos

**Owner(s)** Castillo, Thess  
Rivera, Waleska

### Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic re

**Hiring Manager** Chris Morris

**Reviewer(s)**



### Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any appli

**Interviewer(s)**

## ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	
SAT Radio LSM	Thess Castillo [Thess.Castillo@univision.net]	10/25/2018	

## Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

[View Approval Status](#)

## REQUISITION

**Requisition ID**

req2687

**Priority**

Medium ▼

**Openings**

1 On Going

**Target Hire Date**

1/30/2019 (Target hire date of first opening)

**Requisition Status**

Closed ▼

**Do Not Allow to Apply**

(Note: Referral Bonus will not apply to this requisition if Do Not Allow to App



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## Mayra Villalobos

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**From:** Jorge Jimenez  
**Sent:** Tuesday, October 23, 2018 8:02 AM  
**To:** multicultural@ncsu.edu; advisor@amberton.edu; michelle@radioschool.com; info@gdaacc.com; Fred\_Burgess@aaul.org; seu.careerplan@stedwards.edu; Alfredo Durand; rstackens@ccdallas.org; cgreene@bcc.org; chum@dbcc.org; cro@dbcc.org; rgates@dbcc.org; dfortier@devry.edu; kenya@gdhcc.com; branch@naacphouston.org; info@nljja.org; hcrable@beonair.com; oca@ocanational.org; cgomez@ser-national.org; strivecareer@stmarytx.edu; pmackin@gahcc.org; admin@tvjobs.com; mediaarts@unt.edu; info@blackcontractors.org; Alfredo Durand; sourcing@dfwmsdc.com; tread@ephcc.org; bbolden@fwmbcc.org; Hatcher.beverly@gtmbc.com; mlilton@houstonbiz.org; randymagdalen@yahoo.com; mvelasquez@houstonhispanicchamber.com; jmancilla@houstonhispanicchamber.com; info@houstonhispanicchamber.com; angela.freeman@hmsdc.org; txasianchamber@gmail.com; taaacc179@yahoo.com; panton@tamacc.org; procurement@tcbcc.org; gmcdermott@uspaacc-sw.org; asteale@wbcsouthwest.org; bids@wbea-texas.org  
**Subject:** Univision - Job Posting - Local Radio Sales Manager  
**Attachments:** SAT2018 -11 Radio Local Sales Manager San Antonio.pdf

Hello,

Attached is a PDF of our most current job posting. Please post for viewing.

If this is not the correct contact email address, please be so kind to reply with the correct contact for your organization.

B-18:

Multimedia Journalist

Date of Hire:

01/28/2019

Referral Source of Hire:

Univision Careers Site

# of Interviewees for position  
and referral sources of  
interviewees

[5] Interviewees

[3] UCI Careers Site

[2] Careerbuilder

 **41 UNIVISION**  
SAN ANTONIO  
**JOB DESCRIPTION**

Job Title: Multimedia Journalist  
Location: San Antonio, Texas  
Job Number: KWEX  
Department: News— San Antonio, Texas  
FLSA Status: Non-exempt

**POSITION OVERVIEW:**

Univision Local Media seeking a dynamic, reliable and creative multimedia journalist to join our team in achieving Univision's mission of informing, educating, and empowering our Hispanic audience. The successful candidate should be proud of the commitment of serving our local community. As a Multimedia Journalist you will be responsible for investigating, producing, shooting and editing, writing and presenting accurate, balanced news stories and anchoring for the station's newscasts. Responsibilities include, but are not limited to: shooting, editing, daily newsgathering, and reporting as well as appearances at community and station events in a fast-paced, extremely competitive market.

**Functional Responsibilities:**

- Produce and report news stories using ENG equipment, non-linear editing equipment, and related broadcasting equipment and newsroom computer systems.
- Write and proofread copy for accuracy prior to going on air.
- Research, investigate, interview, write, produce and report daily news packages, special news series or weather-related stories on tape and/or live from the field.
- Research, investigate, interview, write, produce and present news or weather-related reports for station's social media pages, other company broadcasts, websites and printed publications as assigned.
- Work well with P2 and XD cameras to shoot interviews
- Establish a good working-relationship with newscast producers and co-anchors to ensure a well-paced, accurate and informative broadcast.
- Must be a strong and fast writer and have solid news judgment as a Producer.
- Attend and participate in off-site company-sponsored and community events as assigned by station management.
- Work flexible hours, including holidays, weekends and evenings.

**EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:**

- Broadcast news experience as reporter or photographer/editor preferred.
- Prior experience in Spanish language broadcasting is preferred.
- Must be fully bilingual in English and Spanish. Written and oral communication skills **required**.
- Must have working knowledge of television news photography and technology.
- Must be able to shoot with P2 and XD Cameras, and edit under deadline pressure.
- Must be able to lift and carry broadcast video equipment (approximately 45 pounds), and have manual dexterity in use of keyboard, video editing equipment (linear and non-linear) video machines, server-based video editing and playback systems and other broadcast equipment.
- Must have and maintain a good driving record and a valid driver's license, along with the ability to drive daily.
- Personal computer experience required, including non-linear editing equipment.
- Must be able to multi-task, work well under extreme pressure, and communicate effectively.

#### EDUCATION REQUIREMENTS:

- College degree in Journalism, Communication Studies, Radio-TV-Film, or equivalent experience preferred
- High school diploma required.

#### Contact Information:

Please submit resume to:

[mramirez@univision.net](mailto:mramirez@univision.net)

Subject line: Anchor / Reporter, Job # KWEX 14-10

Or Mail to:

KWEX-TV

Attn: Moana Ramirez

Anchor / Reporter, #KWEX 14-10

12451 Network Blvd. Suite 140

San Antonio, TX 78249

**From:** [UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net) <[UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net)>  
**Sent:** Monday, November 05, 2018 9:36 AM  
**To:** Mayra Villalobos <[mwillalobos@UNIVISION.NET](mailto:mwillalobos@UNIVISION.NET)>  
**Subject:** Your Requisition Has Been Posted - Multimedia Journalist (req2710)

Dear Mayra Villalobos,

**Multimedia Journalist** has now been created and posted.

ReqID = **req2710**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

We suggest being in regular contact with your HR Partner/TA Recruiter to assist your talent search. The recruitment process can be further streamlined by providing prompt feedback when candidates have been submitted/interviewed.

**Note:** When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req2710 number at the end of the url:

- For **internal** applicants (UCI employees only):  
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

"\$\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(the above url is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Mayra Villalobos) or a Talent Acquisition team member.

Thank you,

**Univision Talent Acquisition Team**



#UCcareers



Univision Communications Inc.



B-19:

Technical Director

Date of Hire:

01/02/2019

Referral Source of Hire:

Univision Careers Site

# of Interviewees for position  
and referral sources of  
interviewees

[4] Interviewees

[3] UCI Careers Site

[1] LinkedIn



Job Title: Technical Director  
Department: Operations  
Reports to: News Director  
Location: San Antonio, Tx  
FLSA:  
Job Number:

### **Technical Director/Director**

#### **Position Summary**

Univision Local Media seeking a dynamic, reliable and creative Weekend Technical Director/Director to join our team in achieving Univision's mission of informing, educating, and empowering our Hispanic audience. The successful candidate should be proud of the commitment of serving our local community. As a Technical Director, you will be directing of live news broadcasts and other live or recorded shows.

The ideal candidate will be responsible for the technical direction of an evening and nightly live newscasts broadcast from a studio or mobile production environment. The TD will ensure all positions are manned and all equipment and news facilities are checked and ready before all live or taped broadcasts. Other functions include collaborating on special projects and weekly program tapings. The TD will also be responsible for editing compelling and quality news stories. Work closely with news director, executive producer and assignments editor with the goal of giving our viewers a consistent and quality product. The successful candidate must possess the ability to work effectively under pressure and strict time frames.

#### **Job Responsibilities**

- Create graphic elements for newscasts, newscast segments and station programs
- Studio set-up for various productions that includes lighting and audio
- Participate in news editorial meetings
- Promote and deliver positive work atmosphere by means of professional manners, mutual respect and clear communication with supervisors, peers, and employees
- Other duties as assigned

#### **Required Skills & Experience**

- 2 years of college education or equivalent work experience
- Two to three years in production with broadcast experience with all aspects of ENG/SNG
- Familiarity with microwave, satellite and digital technology
- Knowledge of studio cameras, studio lighting, and audio board operation
- Working knowledge of technical news equipment, newsroom system, smart phones, teleprompter, edit bays, cameras, audio board and Live U
- Fully bilingual - fluency in oral and written English and Spanish

#### **Desired Skills & Experience**

- Effective knowledge of broadcast digital switchers
- Proficient in newsroom computer systems and applications
- Strong organization and motivational skills

- Ability to perform well under pressure, manage breaking news situations, meet strict deadlines, and respond quickly to changes
- Flexible to work any assigned shift
- Possess excellent communication and interpersonal skills involving viewers, other stations, client's news and technical staff
- Able to identify technical and conceptual problems and develop solutions
- Ability to translate and interpret between English and Spanish

#### **Eligibility Requirements**

- Must be willing to work from office in San Antonio, TX
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

Please apply on our Univision Careers Webpage:  
<http://corporate.univision.com/corporate/careers/>

**From:** [UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net) <[UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net)>  
**Sent:** Monday, November 05, 2018 10:33 AM  
**To:** Mayra Villalobos <[mvillalobos@UNIVISION.NET](mailto:mvillalobos@UNIVISION.NET)>  
**Subject:** Your Requisition Has Been Posted - Technical Director (req2713)

Dear Mayra Villalobos,

**Technical Director** has now been created and posted.

ReqID = **req2713**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

We suggest being in regular contact with your HR Partner/TA Recruiter to assist your talent search. The recruitment process can be further streamlined by providing prompt feedback when candidates have been submitted/interviewed.

**Note:** When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req2713 number at the end of the url:

- For **internal** applicants (UCI employees only):  
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

"\$\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(the above url is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Mayra Villalobos) or a Talent Acquisition team member.

Thank you,

**Univision Talent Acquisition Team**



#UCIcareers



UNIVISION COMMUNICATIONS INC.

B-20:

Weather Anchor

Date of Hire:

01/28/2019

Referral Source of Hire:

Univision Careers Site

# of Interviewees for position  
and referral sources of  
interviewees

[4] Interviewees

[4] UCICareers Site

Job Title: Weather Anchor  
Department: News  
Reports to: News Director  
Location: San Antonio, TX  
FLSA: Non-Exempt

### **Position Summary**

KWEXTV 41 in San Antonio, Texas, has an immediate opening for a full-time Weather Anchor. This position will be responsible for presenting weather and traffic segments, producing reports, recording interviews and stand-ups by himself/herself and/or with a reporter, record b-roll, and edit.

### **Job Responsibilities**

- Responsible for doing the weather and traffic segments
- Reporting, shooting and editing news stories as assigned by Assignment Manager or News
- Producer for use in daily news broadcasts and/or special assignments.
- When appropriate, works collaboratively with reporter in deciding the direction of assigned stories and in editing to match audio script on a daily basis.
- Shoots and produces video and interviews that are relevant to the story, and assists in generating news ideas.
- Gathers interviews for news stories as required.
- Edits raw video in non-linear systems to create newscast quality video for broadcast.
- Upload video, digital pictures, and copy to the station's website.
- Must understand the news gathering process, and be able to make news content decisions, as well as its video graphic execution, cover breaking news and investigative reporting.
- Maintain established standards of cleanliness and maintenance on company vehicles including ENG trucks.
- Operates equipment and software required in the production and broadcast of live newscast such as server-based video recording, editing and playback systems, audio boards, graphics generators (Trio/VIZRT), routers, news systems (such as INews), feed recordings, and others as available and required.
- Handles the news stories archiving process
- Maintains positive work environment and winning attitude through active team participation.

### **Required Skills & Experience**

- Broadcast news experience as reporter or photographer/editor preferred.
- High school diploma required
- Must be fully bilingual in English and Spanish. Written and oral communication skills required.
- Must have working knowledge of television news photography and technology.
- Must be able to shoot with P2 and XD Cameras, and edit under deadline pressure.
- Must be able to multi-task, work well under extreme pressure, and communicate effectively.

- Must be able to lift and carry broadcast video equipment (approximately 45 pounds), and have manual dexterity in use of keyboard, video editing equipment (linear and non-linear) video machines, server-based video editing and playback systems and other broadcast equipment.
- Must have and maintain a good driving record and a valid driver's license, along with the ability to drive daily.

#### **Desired Skills & Experience**

- College degree in Journalism, Communication Studies, Radio-TV-Film, or equivalent experience
- Prior experience in Spanish language broadcasting is preferred
- The ideal candidate is goal oriented, works well with others, and works well under pressure.
- Personal computer experience required, including non-linear editing equipment.
- Meteorology studies background

#### **Eligibility Requirements**

- Must be willing to work from office in San Antonio, TX
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

Please apply on our Univision Careers Webpage:  
<http://corporate.univision.com/corporate/careers/>

*We do not confirm receipt of resumes*

**UNIVISION IS AN EQUAL OPPORTUNITY EMPLOYER**



Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Addit make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requ constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such t Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferen

<b>Display Job Title *</b>	Weather Anchor	
<b>Division *</b>	News	
<b>Primary Location *</b>	San Antonio, TX	<b>Address *</b> USA
<b>Additional Location(s)</b>		
<b>Pay Group</b>	Pay Group	
<b>Department</b>	News	
<b>Contact Phone</b>		
<b>Employment Type *</b>	Regular ▼	Full Time Part Time
<b>Currency *</b>	United States Dollar ▼	
<b>Compensation *</b>	Salary ▼	
<b>Range</b>	\$ 0.00	To \$ 0.00
<b>Referral Bonus</b>	\$ 0	
<b>Business Unit(s) *</b>	Local Media	
<b>FLSA Status *</b>	Non-Exempt	
<b>Job Function(s) *</b>	TV/Radio Host/Talent	
<b>I certify I received proper authorization from dept head or bus mgr prior to adding requisition. *</b>	Yes	
<b>Personnel Change Request (PCR)</b>		
<b>WD Requisition Number</b>		
<b>Posting Date</b>	11/5/2018	
<b>Standard Hours *</b>	40	
<b>SLA Tier Option</b>	Tier 3	
<b>Location(s)</b>	TX - San Antonio	
<b>GL Code</b>	STATIONS 103705-570495-1100-000000-00000-000000	
<b>Billing Field</b>	Univision	
<b>Background Verification Package:</b>	Staff Basic Package	

<b>Add On Background Service - Credit</b>	No
<b>Add On Background Service - Education</b>	No
<b>Add On Background Service - Motor Vehicles Records</b>	No
<b>Add On Background Service - Professional License</b>	No
<b>Officer Code</b>	None
<b>Supervisory Org</b>	
<b>WD Position ID</b>	
<b>Company Reference ID</b>	
<b>Frequency</b>	
<b>WD Cost Center</b>	
<b>EEO Category</b>	

**DESCRIPTION AND QUALIFICATIONS**

External	Internal
----------	----------

Font Name      Size

KWEXTV 41 in San Antonio, Texas, has an immediate opening for a full-time Weather responsible for presenting weather and traffic segments, producing reports, recording himself/herself and/or with a reporter, record b-roll, and edit.

**Description \***

**Job Responsibilities**

- Responsible for doing the weather and traffic segments
- Reporting, shooting and editing news stories as assigned by Assignment Manager on broadcasts and/or special assignments.
- When appropriate, works collaboratively with reporter in deciding the direction of a match audio script on a daily basis.
- Shoots and produces video and interviews that are relevant to the story, and assist
- Gathers interviews for news stories as required.
- Edits raw video in non-linear systems to create newscast quality video for broadcast
- Upload video, digital pictures, and copy to the station's website

Minimum	Ideal
---------	-------

Font Name      Size

**Qualifications**

**Required Skills & Experience**

- Broadcast news experience as reporter or photographer/editor preferred.
- High school diploma required
- Must be fully bilingual in English and Spanish. Written and oral communication skills
- Must have working knowledge of television news photography and technology.
- Must be able to shoot with P2 and XD Cameras, and edit under deadline pressure.
- Must be able to multi-task, work well under extreme pressure, and communicate ef
- Must be able to lift and carry broadcast video equipment (approximately 45 pounds of keyboard, video editing equipment (linear and non-linear) video machines, server-systems and other broadcast equipment.
- Must have and maintain a good driving record and a valid driver's license, along wit

**Desired Skills & Experience**

- College degree in Journalism, Communication Studies, Radio-TV-Film, or equivalent

## HIRING TEAM

### Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approva If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete Icon to remove any 'Owner'.

**Primary Owner \*** Mayra Villalobos

**Owner(s)** Davis, Marilyn  
Castillo, Thess  
Rivera, Waleska  
Camasca, Della

### Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic r

**Hiring Manager** Moana Ramirez

**Reviewer(s)**


### Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any appli

**Interviewer(s)**

## ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	
Weather Anchor	Thess Castillo [Thess.Castillo@univision.net]	11/5/2018	

## Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

View Approval Status

## REQUISITION

**Requisition ID** req2714

**Priority \*** Medium ▼

**Openings \*** 1 On Going

**Target Hire Date** 1/30/2019 (Target hire date of first opening)

**Requisition Status** Closed ▼

**Do Not Allow to Apply** (Note: Referral Bonus will not apply to this requisition if Do Not Allow to App



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**From:** [UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net) <[UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net)>  
**Sent:** Monday, November 05, 2018 11:05 AM  
**To:** Mayra Villalobos <[mvillalobos@UNIVISION.NET](mailto:mvillalobos@UNIVISION.NET)>  
**Subject:** Your Requisition Has Been Posted - Weather Anchor (req2714)

Dear Mayra Villalobos,

**Weather Anchor** has now been created and posted.

ReqID = **req2714**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

We suggest being in regular contact with your HR Partner/TA Recruiter to assist your talent search. The recruitment process can be further streamlined by providing prompt feedback when candidates have been submitted/interviewed.

**Note:** When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req2714 number at the end of the url:

- For **internal** applicants (UCI employees only):  
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

"\$\$\$\$" = **numerical value of "ReqID"**

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(the above url is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Mayra Villalobos) or a Talent Acquisition team member.

Thank you,

**Univision Talent Acquisition Team**



#UCIcareers



B-21:

Anchor/Multimedia Journalist

Date of Hire:

02/04/2019

Referral Source of Hire:

Univision Careers Site

# of Interviewees for position  
and referral sources of  
interviewees

[8] Interviewees

[5] UCI Careers Site

[2] Employee Referral

[1] LinkedIn



 **41 UNIVISION**  
SAN ANTONIO  
**JOB DESCRIPTION**

Job Title: Anchor Video Journalist  
Location: San Antonio, Texas  
Job Number: KWEX  
Department: News- San Antonio, Texas  
FLSA Status: Non-exempt

**POSITION OVERVIEW:**

KWEX TV 41 in San Antonio, Texas, has an immediate opening for a full-time Anchor video journalist. This position will be responsible for investigating, producing, shooting and editing, writing and presenting accurate, balanced news stories and anchoring for the station's newscasts. Responsibilities include, but are not limited to: shooting, editing, daily newsgathering, and reporting as well as appearances at community and station events in a fast-paced, extremely competitive market.

**Functional Responsibilities:**

- Produce and report news stories using ENG equipment, non-linear editing equipment, and related broadcasting equipment and newsroom computer systems.
- Write and proofread copy for accuracy prior to going on air.
- Research, investigate, interview, write, produce and report daily news packages, special news series or weather-related stories on tape and/or live from the field.
- Research, investigate, interview, write, produce and present news or weather-related reports for station's social media pages, other company broadcasts, websites and printed publications as assigned.
- Work well with P2 and XD cameras to shoot interviews
- Establish a good working-relationship with newscast producers and co-anchors to ensure a well-paced, accurate and informative broadcast.
- Must be a strong and fast writer and have solid news judgment as a Producer.
- Attend and participate in off-site company-sponsored and community events as assigned by station management.
- Work flexible hours, including holidays, weekends and evenings.

**EXPERIENCE/ KNOWLEDGE/ SKILLS REQUIREMENTS:**

- Broadcast news experience as reporter or photographer/editor preferred.
- Prior experience in Spanish language broadcasting is preferred.

- Must be fully bilingual in English and Spanish. Written and oral communication skills **required**.
- Must have working knowledge of television news photography and technology.
- Must be able to shoot with P2 and XD Cameras, and edit under deadline pressure.
- Must be able to lift and carry broadcast video equipment (approximately 45 pounds), and have manual dexterity in use of keyboard, video editing equipment (linear and non-linear) video machines, server-based video editing and playback systems and other broadcast equipment.
- Must have and maintain a good driving record and a valid driver's license, along with the ability to drive daily.
- Personal computer experience required, including non-linear editing equipment.
- Must be able to multi-task, work well under extreme pressure, and communicate effectively.

#### EDUCATION REQUIREMENTS:

- College degree in Journalism, Communication Studies, Radio-TV-Film, or equivalent experience preferred
- High school diploma required.

#### Contact Information:

Please submit resume to:

[mramirez@univision.net](mailto:mramirez@univision.net)

Subject line: Anchor / Reporter, Job # KWEX 14-10

Or Mail to:

KWEX-TV

Attn: Moana Ramirez

Anchor / Reporter, #KWEX 14-10

12451 Network Blvd. Suite 140

San Antonio, TX 78249

**B21**

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Add it make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requ constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferen

<b>Display Job Title *</b>	Anchor/Video Journalist	
<b>Division *</b>	News	
<b>Primary Location *</b>	San Antonio, TX	<b>Address *</b> USA
<b>Additional Location(s)</b>		
<b>Pay Group</b>	Pay Group	
<b>Department</b>	0200	
<b>Contact Phone</b>		
<b>Employment Type *</b>	Regular ▼	Full Time Part Time
<b>Currency *</b>	United States Dollar ▼	
<b>Compensation *</b>	Salary ▼	
<b>Range</b>	\$ 0.00	To \$ 0.00
<b>Referral Bonus</b>	\$ 0	
<b>Business Unit(s) *</b>	Local Media	
<b>FLSA Status *</b>	Non-Exempt	
<b>Job Function(s) *</b>	TV/Radio Host/Talent	
<b>I certify I received proper authorization from dept head or bus mgr prior to adding requisition. *</b>	Yes	
<b>Personnel Change Request (PCR)</b>		
<b>WD Requisition Number</b>		
<b>Posting Date</b>	11/5/2018	
<b>Standard Hours *</b>	40	
<b>SLA Tier Option</b>	Tier 3	
<b>Location(s)</b>	TX - San Antonio	
<b>GL Code</b>	STATIONS 103705-570495-1100-000000-000000-000000	
<b>Billing Field</b>	Univision	
<b>Background Verification Package:</b>	Staff Basic Package	

<b>Add On Background Service - Credit</b>	No
<b>Add On Background Service - Education</b>	No
<b>Add On Background Service - Motor Vehicles Records</b>	No
<b>Add On Background Service - Professional License</b>	No
<b>Officer Code</b>	None
<b>Supervisory Org</b>	
<b>WD Position ID</b>	
<b>Company Reference ID</b>	
<b>Frequency</b>	
<b>WD Cost Center</b>	
<b>EEO Category</b>	

**DESCRIPTION AND QUALIFICATIONS**

External	Internal
----------	----------

**Description \***

Font Name      Size

KWEX TV 41 in San Antonio, Texas, is seeking a dynamic, reliable and creative Anchor achieving Univision's mission of informing, educating, and empowering our Hispanic audience responsible for investigating, producing, shooting and editing, writing and presenting and anchoring for the station's newscasts. Responsibilities include, but are not limited to: newsgathering, and reporting as well as appearances at community and station even competitive market.

**Job Responsibilities**

- Produce and report news stories using ENG equipment, non-linear editing equipment and newsroom computer systems.
- Write and proofread copy for accuracy prior to going on air.
- Research, investigate, interview, write, produce and report daily news packages, stories on tape and/or live from the field.
- Research, investigate, interview, write, produce and present news or weather-related

Minimum	Ideal
---------	-------

Font Name      Size

**Qualifications**

**Required Skills & Experience**

- High school diploma required.
- Must be fully bilingual in English and Spanish. Written and oral communication skills.
- Must have working knowledge of television news photography and technology.
- Must be able to shoot with P2 and XD Cameras, and edit under deadline pressure.
- Must be able to lift and carry broadcast video equipment (approximately 45 pounds of keyboard, video editing equipment (linear and non-linear) video machines, server-systems and other broadcast equipment.
- Must have and maintain a good driving record and a valid driver's license, along with
- Personal computer experience required, including non-linear editing equipment.
- Must be able to multi-task, work well under extreme pressure, and communicate effectively

**Desired Skills & Experience**

- College degree in Journalism, Communication Studies, Radio-TV-Film, or equivalent

## HIRING TEAM

### Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approva  
If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

#### Primary Owner \*

Mayra Villalobos

#### Owner(s)

Davis, Marilyn  
Castillo, Thess  
Rivera, Waleska  
Camasca, Della

### Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic r

#### Hiring Manager

Moana Ramirez

#### Reviewer(s)



### Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any appli

#### Interviewer(s)

## ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	
Anchor/VJ	Thess Castillo [Thess.Castillo@univision.net]	11/5/2018	

## Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

[View Approval Status](#)

## REQUISITION

<b>Requisition ID</b>	req2715
<b>Priority</b> *	Medium ▼
<b>Openings</b> *	1 On Going
<b>Target Hire Date</b>	1/30/2019 (Target hire date of first opening)
<b>Requisition Status</b>	Closed ▼
<b>Do Not Allow to Apply</b>	<b>(Note: Referral Bonus will not apply to this requisition if Do Not Allow to App</b>



Version: 19.1.4.13  
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B-22:

Producer

Date of Hire:

01/07/2019

Referral Source of Hire:

Employee Referral

# of Interviewees for position  
and referral sources of  
interviewees

[5] Interviewees

[1] LinkedIn

[1] Internal Candidate

[2] UCI Careers Site

[1] Employee Referral





Job Title: PRODUCER  
Department: Local Media - News  
Reports to: News Director  
Location: San Antonio, TX

### Producer

#### **Position Summary**

Univision is the most trusted brand by Hispanic America. We reach and engage with the fastest growing segment of the population via our multi-media platforms. Here is your opportunity to lead a passionate and dedicated news team. Univision Local Media SATX seeks a dynamic and innovative news producer with a passion to journalism and innovative way of producing news.

Univision Local Media San Antonio is looking for a passionate journalist for full time News Producer. In this role, you must be able to originate and develop story ideas and concepts. Research, write, and produce stories for air. Responsible for story placement, teases, graphics, writing, timing and all other editorial and production elements. Work with reporters, photographers, assignments desk, technical directors and editors in production of content. Contribute story ideas and participate actively in coverage decisions of special news programs and breaking news. Field produce coverage and performs other duties as needed and directed by News Management. You will determine the content and flow of newscasts, work with management and on-air staff to generate stories and coverage in line with our editorial content strategy.

#### **• Job Responsibilities**

- Regular Weekly or ongoing duties include plan, structure, write, and edit newscasts, or other news programming or material including but not limited to multi media properties.
- Work with reporters to conceptualize, coordinate and approve story packages to conform to station policies, practices and procedures.
- Work with Assignment Editors and newsroom managers to assign stories and monitor story coverage.
- Produce and edit editorial content directly to website as needed.

#### **Required Skills & Experience**

- At least two years newsroom experience as a producer and/or assignment editor work in medium to large markets and proven ability to showcase a newscast
- Must be highly proficient both in English and Spanish
- Must possess high ethical and journalistic standards
- Must be social media proficient and know how to use trending platforms
- Must be PC proficient – Word, Excel and Outlook, I-News software packages
- Must be able to work in a fast-paced and deadline driven environment

- Newsroom systems, phones, fax, scanner, teleprompter, wire services, news feeds, and non-linear editing experience
- Possess solid news judgment and be a compelling and accurate writer
- Requires knowledge of the Hispanic community and traditions
- Detail oriented with ability to work with tight deadlines and juggle multiple projects simultaneously
- Willingness to take feedback/criticism and improve upon skills

#### **Minimum Qualifications**

#### **Desired Skills & Experience**

- BA/BS preferred in Journalism/Mass Communications or equivalent experience
- The ability to multitask and manage time to put together an exciting and informative newscast
- The ability to execute news strategies and goals in daily newscasts
- Flexibility and on-the-spot problems solving abilities are a must
- Candidates must possess strong communication and organizational skills
- Must be a team player with solid show/news content judgment
- Must be able to work flexible hours, including weekends and holidays

#### **Physical Requirements**

- Ability to stand, walk, bend, type, edit, reach and sit for up to (8) hours.

#### **Eligibility Requirements**

- Must be willing to work from office in San Antonio, Tx
- Employment/education will be verified
- Must have unrestricted authorization to work in the United States

#### **Please Apply On Our Univision Careers Webpage**

<http://corporate.univision.com/corporate/careers/>

#### **About Univision Communications Inc.**

Univision Communications Inc. (UCI) is a top-tier multimedia company with 17 broadcast, cable and digital networks; 59 TV stations; 67 radio stations; online and mobile apps, products and content creation facilities. UCI focuses on delivering a branded experience everywhere its audience is, reaching 89 million unduplicated consumers monthly across its portfolio. As a mission-driven Company, UCI is committed to informing, entertaining and empowering Hispanic America.

Univision Communications Inc. (UCI) es una empresa multimedia del más alto nivel, con 17 cadenas de televisión de señal abierta, por cable y digital; 59 estaciones de TV; 67 emisoras de radio; aplicaciones en línea y para dispositivos móviles, productos y sedes para creación de contenido. UCI se centra en ofrecer una experiencia con la marca dondequiera que esté su audiencia, alcanzando a más de 89M de consumidores mensuales en todas las plataformas. Como Compañía impulsada por

una misión, UCI se centra en informar, entretener y empoderar a la comunidad hispana en los Estados Unidos.

**From:** [UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net) <[UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net)>  
**Sent:** Monday, November 05, 2018 12:15 PM  
**To:** Mayra Villalobos <[mvillalobos@UNIVISION.NET](mailto:mvillalobos@UNIVISION.NET)>  
**Subject:** Your Requisition Has Been Posted - Producer - AM News (req2716)

Dear Mayra Villalobos,

**Producer - AM News** has now been created and posted.

ReqID = **req2716**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

We suggest being in regular contact with your HR Partner/TA Recruiter to assist your talent search. The recruitment process can be further streamlined by providing prompt feedback when candidates have been submitted/interviewed.

**Note:** When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req2716 number at the end of the url:

- For **internal** applicants (UCI employees only):  
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

**"\$\$\$\$" = numerical value of "ReqID"**

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(the above url is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Mayra Villalobos) or a Talent Acquisition team member.

Thank you,

**Univision Talent Acquisition Team**



#UCcareers



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B-23:

Digital Content Producer

Date of Hire:

02/04/2019

Referral Source of Hire:

Indeed

# of Interviewees for position  
and referral sources of  
interviewees

[5] Interviewees

[2] Indeed

[1] LinkedIn

[1] Employee Referral

[1] UCI Careers Site



**Job Title:** Digital Content Producer

**Location:** San Antonio, TX

**Department:** News

**Reports to:** Manager, Digital Content

**Position Overview:**

Reporting to the Manager, Digital Content, this position will support in the growth of our Digital audiences and will also function as a subject matter expert on the planning and execution of content audience growth strategies. The Digital Content Producer will be embedded within our Newsroom and work directly with newsroom staff to create, edit, publish, optimize, distribute and promote Univision linear and nonlinear content, with the ultimate view of growing audience and share.

**Key Accountabilities & Authority:**

- This role is also accountable for building capability within the newsrooms to think and act digitally, generating engaging, compelling and timely content that will result in an increase of our digital footprint and ultimately in a growing audience and market share.
- The Manager, Digital Content is responsible for effectively influencing decision-makers to ensure content gets produced, and optimally distributed.
- Responsible for the production of digital content for station(s).
- Publishes content on multiple digital platforms, including mobile and online and social networks.
- Repurposes existing content and may create new content. Creates, edits, publishes and manages a full range of content.
- Creates content that is aligned with and enhances station brand; may create new content.
- Demonstrates results for the application of innovative and creative approaches to drive audience loyalty.

**Expected Outcomes:**

- Delivers compelling content using current production and web-delivery tools.
- Creates and curates the best in class digital content
- Adapts and creates content for several social media platform promotions
- Identifies news stories of the day and plans coverage that is appropriate for various digital media platforms (website, mobile apps, newsletters, and social media)
- Communicate with Newsroom what's trending online and help find sources and interesting topics for digital news consumption; especially via mobile devices
- Copy edit with fundamental journalistic and legal understanding
- Engage with the audience by connecting to the social conversation
- Experiment with new formats for social media content creation
- Maintain digital content calendar containing priority events, initiatives and opportunities

- Ability to write and edit articles and write headlines
- Manage social media account(s)
- Write metadata for video clips
- Manage You Tube page(s)

**Minimum qualifications required:**

- 3 years' progressive experience in digital media content and audience growth
- 1-3 years' experience building and managing multiple channels, optimization and best practices
- Bilingual with the ability to write in English and Spanish
- Displays in-depth knowledge and understanding of social media platforms
- Candidate must be flexible and willing to work varied schedules, including weekends and holidays

**Additional qualifications desired / Success Attributes:**

- Experience in Media; Broadcast environment a plus
  - Ability to work in a fast-paced environment and juggle competing priorities
  - Solid news judgment
  - Ensure flawless execution
  - Proven knowledge and strong tactical training/skills
  - Audience growth oriented
  - Staying current on digital industry trends
  - Sound analysis and creativity
  - Excellent communication and presentation skills; effectively communicates information and ideas in written and video format
  - Experience working in team environments
  - Strong project management skills; ability to multi-task
  - High energy, self motivated professional
- 
- Solid news judgment and innovative storytelling
  - Possesses knowledge and experience in a newsroom



**From:** [UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net) <[UCIcareers@csod.univision.net](mailto:UCIcareers@csod.univision.net)>  
**Sent:** Monday, November 05, 2018 1:56 PM  
**To:** Mayra Villalobos <[mvillalobos@UNIVISION.NET](mailto:mvillalobos@UNIVISION.NET)>  
**Subject:** Your Requisition Has Been Posted - Digital Content Producer (req2726)

Dear Mayra Villalobos,

**Digital Content Producer** has now been created and posted.

ReqID = **req2726**

Business Unit - **Local Media**

You will be able to review applicants as they apply via **UCI Central > HR > Talent Management > Review Applicants**.

We suggest being in regular contact with your HR Partner/TA Recruiter to assist your talent search. The recruitment process can be further streamlined by providing prompt feedback when candidates have been submitted/interviewed.

**Note:** When sharing the internal &/or external job description to your network &/or social media sites, please use the following url's by adding req2726 number at the end of the url:

- For **internal** applicants (UCI employees only):  
[https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=1&c=univision&id=$$$$)
- For **external** applicants: [https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=$$$$)

"\$\$\$\$" = numerical value of "ReqID"

E.g. If the "ReqID" is req1234, add "1234" only. External posting would be as follows: <https://univision.csod.com/ats/careersite/jobdetails.aspx?site=2&c=univision&id=1234>

(the above url is an example only, not an active link!)

If you have any questions, please contact your HR partner (noted as: Mayra Villalobos) or a Talent Acquisition team member.

Thank you,

**Univision Talent Acquisition Team**



#UCcareers



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B-24:

Account Coordinator

Date of Hire:  
Referral Source of Hiree:  
# of Interviewees for  
position and referral sources  
of interviewees

01/02/2019  
Univision Careers Site  
[8] Interviewees  
[4] Indeed  
[3] UCI Careers Site  
[1] Other (former Employee Referral)



Job Title: Account Coordinator  
Department: Sales – Local Media  
Reports To: Director Of Sales  
Location: San Antonio, Texas

### Account Coordinator

#### **Position Summary**

Univision Communications San Antonio seeks an enthusiastic and aggressive self-starter to assist our television and radio Account Executives (AEs) in servicing existing accounts, as well as performing general office clerical work. This is a numbers intensive position demanding extensive computer data entry and computer competence. Key tasks of the Account Coordinator include: entering orders, resolving make goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals, posting, and following up on invoice discrepancies or collections..

#### **Job Responsibilities:**

- Candidate must be organized, detail oriented, able to multi task and demonstrate excellent time management skills.
- Must have experience in delivering excellent customer service.
- Must be able to deal with a variety of strong and dynamic personalities.
- Outstanding verbal and written communication skills are required.
- Ability to work both independently and in a team environment.

This is a demanding entry-level position in a fast pace environment with potential for career advancement.

#### **Required Basic Qualifications:**

- Previous advertising/ media experience preferred.
- Knowledge of Wide Orbit, OSI, Donovan DDS, E-port, AE In-Box, and Concur preferred.
- BA/ BS degree and related sales experience preferred.
- Exposure to and/or experience with Nielsen.
- Microsoft Office proficient with emphasis in Excel.
- Experience in multi-tasking work environment

#### **Desired Qualifications:**

- Data entry experience
- Detail oriented
- Strong organizational skills



- Experience in Customer Service
- Excellent verbal and written English language communication skills
- Experience in multi-tasking work environment
- Windows, Office with an emphasis on Excel proficiency

**Eligibility Requirements**

- Must be willing to work at the UCI office in San Antonio, Tx
- Must be willing to submit to a background investigation
- Must be willing to travel on an as needed basis
- Must have unrestricted work authorization to work in the United States

**Univision is and equal Opportunity Employer**

**B24/B27**

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Add it make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requ constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such i Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferen

**Display Job Title \*** Account Coordinator

**Division \*** Sales - Local

**Primary Location \*** San Antonio, TX **Address \*** USA

**Additional Location(s)**

**Pay Group** Pay Group

**Department** Local Sales

**Contact Phone**

**Employment Type \*** Regular ▼ Full Time Part Time

**Currency \*** United States Dollar ▼

**Compensation \*** Hourly ▼

**Range** \$ 0.00 **To** \$ 0.00

**Referral Bonus** \$ 0

**Business Unit(s) \*** Local Media

**FLSA Status \*** Non-Exempt

**Job Function(s) \*** Sales

**I certify I received proper authorization from dept head or bus mgr prior to adding requisition. \*** Yes

**Personnel Change Request (PCR)**

**WD Requisition Number**

**Posting Date** 12/3/2018

**Standard Hours \*** 40

**SLA Tier Option** Tier 2

**Location(s)** TX - San Antonio

**GL Code** STATIONS 103705-570495-1100-000000-00000-000000

**Billing Field** Univision

**Background Verification Package:** Staff Basic Package

<b>Add On Background Service - Credit</b>	No
<b>Add On Background Service - Education</b>	No
<b>Add On Background Service - Motor Vehicles Records</b>	No
<b>Add On Background Service - Professional License</b>	No
<b>Officer Code</b>	None
<b>Supervisory Org</b>	
<b>WD Position ID</b>	
<b>Company Reference ID</b>	
<b>Frequency</b>	
<b>WD Cost Center</b>	
<b>EEO Category</b>	

**DESCRIPTION AND QUALIFICATIONS**

External

Internal

Font Name      Size

Job #: SAT 2018-20

**Description \***

Univision Communications San Antonio seeks an enthusiastic and aggressive self-star Account Executives (AEs) in servicing existing accounts, as well as performing general numbers intensive position demanding extensive computer data entry and computer Account Coordinator include: entering orders, resolving make goods, communicating copy, responding to incoming requests, getting credit approvals, posting, and followup collections..

**Job Responsibilities:**

- Candidate must be organized, detail oriented, able to multi task and demonstrate e
- Must have experience in delivering excellent customer service.
- Must be able to deal with a variety of strong and dynamic personalities.
- Outstanding verbal and written communication skills are required.

Minimum

Ideal

Font Name      Size

**Qualifications**

**Required Basic Qualifications:**

- Previous advertising/ media experience preferred.
- Knowledge of Wide Orbit, OSI, Donovan DDS, E-port, AE In-Box, and Concur preferred.
- BA/ BS degree and related sales experience preferred.
- Exposure to and/or experience with Nielsen.
- Microsoft Office proficient with emphasis in Excel.
- Experience in multi-tasking work environment

**Desired Qualifications:**

- Data entry experience
- Detail oriented
- Strong organizational skills
- Experience in Customer Service
- Excellent verbal and written English language communication skills



## HIRING TEAM

### Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approva If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

**Primary Owner \*** Mayra Villalobos

**Owner(s)** Castillo, Thess  
Rivera, Waleska

### Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic r

**Hiring Manager** Chris Morris

**Reviewer(s)** Ragsdale, Crystal



### Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any appli

**Interviewer(s)**

## ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	
AC	Thess Castillo [Thess.Castillo@univision.net]	12/3/2018	

## Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

View Approval Status

## REQUISITION

<b>Requisition ID</b>	req2802
<b>Priority *</b>	Medium ▼
<b>Openings *</b>	2 On Going
<b>Target Hire Date</b>	2/27/2019 (Target hire date of first opening)
<b>Requisition Status</b>	Closed ▼
<b>Do Not Allow to Apply</b>	<b>(Note: Referral Bonus will not apply to this requisition if Do Not Allow to App</b>



Version: 19.1.4.13  
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## Mayra Villalobos

---

**From:** Jorge Jimenez  
**Sent:** Thursday, November 29, 2018 4:18 PM  
**To:** rstackens@ccdallas.org; admin@tvjobs.com; advisor@amberton.edu; angela.freeman@hmsdc.org; bbolden@fwmbcc.org; bids@wbea-texas.org; branch@naacphouston.org; cgomez@ser-national.org; cgreene@bcc.org; chum@dbcc.org; cro@dbcc.org; rgates@dbcc.org; dfortier@devry.edu; Fred\_Burgess@aaul.org; gmcdermott@uspaacc-sw.org; Hatcher.beverly@gtmbc.com; hcrable@beonair.com; info@blackcontractors.org; Alfredo Durand; info@gdaacc.com; info@nlgja.org; kenya@gdhcc.com; medlaarts@unt.edu; michelle@radioschool.com; milton@houstonbiz.org; multicultural@ncsu.edu; mvelasquez@houstonhispanicchamber.com; jmancilla@houstonhispanicchamber.com; info@houstonhispanicchamber.com; oca@ocanational.org; panton@tamacc.org; pmackin@gahcc.org; procurement@tcbcc.org; randymagdalenos@yahoo.com; sourcing@dfwmsdc.com; strivecareer@stmarytx.edu; taaacc179@yahoo.com; treed@ephcc.org; txasianchamber@gmail.com  
**Subject:** Job Posting - Account Coordinator - San Antonio, TX  
**Attachments:** Account Coordinator - SA.pdf

Hello,

Attached is a PDF of our most current job posting. Please post for viewing.

If this is not the correct contact email address, please be so kind to reply with the correct contact for your organization.

B-25:

Promotions Coordinator

Date of Hire:

02/01/2019

Referral Source of Hire:

Univision Careers Site

# of Interviewees for  
position and referral

[5] Interviewees

sources of interviewees

[1] UCI Careers Site

[1] Employee Referral

[1] Other Search Engine Not Specified

[1] Project Based Employee

[1] Internal



Job Title: Promotions Coordinator (FT)  
Job #: SA 2019-05  
Department: Marketing/Promotions  
Reports to: Director of Operations  
Location: San Antonio, TX

### Promotions Coordinator

#### **Position Summary**

Univision Local Media in San Antonio is currently seeking a Promotions Coordinator (FT). The successful candidate will have excellent interpersonal skills, bilingual, and have a flexible schedule. Will be responsible for overseeing the setup of promotional items, banners, tables, tents and sound equipment for remotes, special events and station appearances. Interface with clients, listeners and viewers during off site promotional activities. Must be able to collaborate creatively with the Sales & Promotions staff.

#### **Job Responsibilities**

- Oversee the carrying out of station in-field promotions.
- Assist the On-Air Talent and Sales Executives with on-site requests, contests, prizes etc.
- Pick up after event and load equipment and promotional items in vehicle.
- Provide customer service by ascertaining the client needs before any event.
- Follow all station promotions policies and guidelines.
- Conduct on-air announcements in Spanish from remote or appearance locations.
- Drive station vehicles including oversized trucks and vans.
- Maintain vehicle and promotional item appearance at all times.
- Oversee the organization of all promotional remote and station equipment.
- Maintain daily coordination with local sales and promotions team
- Promotions Coordinator will assist Director of Sales and Creative Services with the execution and coordination of core company events
- Enter and follow thru with V-Promotions and VPPO orders
- Assist Director of Promotional Sales & Marketing with planning and execution of weekly client remotes, special events and station initiatives.
- Work with sales account executives to manage weekly client activations.
- Assist in staff scheduling.
- Attend weekly radio remote meetings

#### **Required Skills & Experience**

- Must be highly motivated, assertive, creative, and proactive.
- Must have excellent interpersonal/customer service skills.
- Must be able to lift up to 50-70lbs.
- Must have a valid Texas driver's license and a clean driving record.
- Must be able to work flexible shifts including nights, weekends and holidays.
- Proficient with MS Word, Excel, and Outlook
- Ability to communicate effectively in Spanish (read, write, speak)

#### **Desired Skills & Experience**

- Bachelor's degree in related field preferred
- Previous experience in similar position.
- Knowledge of digital social media

Please apply to: [https://univision.csod.com/ats/careersite/JobDetails.aspx?id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/JobDetails.aspx?id=$$$$)

Univision KWEK-DT, an equal opportunity employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at [rdavila@univision.net](mailto:rdavila@univision.net)

**EQUAL OPPORTUNITY EMPLOYER**

**B25**

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Add it make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requisition constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such as the Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferences.

<b>Display Job Title *</b>	Promotions Coordinator	
<b>Division *</b>	Promotions	
<b>Primary Location *</b>	San Antonio, TX	<b>Address *</b> San Antonio, TX USA
<b>Additional Location(s)</b>		
<b>Pay Group</b>	Pay Group	
<b>Department</b>	Local Promotions-UIM	
<b>Contact Phone</b>		
<b>Employment Type *</b>	Regular <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
<b>Currency *</b>	United States Dollar <input type="checkbox"/>	
<b>Compensation *</b>	Hourly <input type="checkbox"/>	
<b>Range</b>	\$ 0.00 <b>To \$</b> 0.00	
<b>Referral Bonus</b>	\$ 0	
<b>Business Unit(s) *</b>	Local Media	
<b>FLSA Status *</b>	Non-Exempt	
<b>Job Function(s) *</b>	Marketing	
<b>I certify I received proper authorization from dept head or bus mgr prior to adding requisition. *</b>	Yes	
<b>Personnel Change Request (PCR)</b>		
<b>WD Requisition Number</b>		
<b>Posting Date</b>	1/16/2019	
<b>Standard Hours *</b>	40	
<b>SLA Tier Option</b>	Tier 2	
<b>Location(s)</b>	TX - San Antonio	
<b>GL Code</b>	STATIONS 103705-570495-1100-000000-000000-000000	
<b>Billing Field</b>	Univision	
<b>Background Verification Package:</b>	Staff Basic Package	

<b>Add On Background Service - Credit</b>	No
<b>Add On Background Service - Education</b>	No
<b>Add On Background Service - Motor Vehicles Records</b>	No
<b>Add On Background Service - Professional License</b>	No
<b>Officer Code</b>	None
<b>Supervisory Org</b>	
<b>WD Position ID</b>	
<b>Company Reference ID</b>	
<b>Frequency</b>	
<b>WD Cost Center</b>	
<b>EEO Category</b>	

**DESCRIPTION AND QUALIFICATIONS**

External	Internal
----------	----------

Font Name      Size

Job #: SA 2019 -05

**Description \***

Univision Local Media in San Antonio is currently seeking a Promotions Coordinator (F) who have excellent interpersonal skills, bilingual, and have a flexible schedule. Will be responsible for promotional items, banners, tables, tents and sound equipment for remotes, special events, and live shows. Interface with clients, listeners and viewers during off site promotional activities. Must work closely with the Sales & Promotions staff.

**Job Responsibilities**

- Oversee the carrying out of station in-field promotions.
- Assist the On-Air Talent and Sales Executives with on-site requests, contests, prizes and giveaways.
- Pick up after event and load equipment and promotional items in vehicle.
- Provide customer service by ascertaining the client needs before any event.
- Follow all station promotions policies and guidelines.

Minimum	Ideal
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Font Name      Size

**Qualifications**

**Required Skills & Experience**

- Must be highly motivated, assertive, creative, and proactive.
- Must have excellent interpersonal/customer service skills.
- Must be able to lift up to 50-70lbs.
- Must have a valid Texas driver's license and a clean driving record.
- Must be able to work flexible shifts including nights, weekends and holidays.
- Proficient with MS Word, Excel, and Outlook
- Ability to communicate effectively in Spanish (read, write, speak)

**Desired Skills & Experience**

- Bachelor's degree in related field preferred
- Previous experience in similar position.
- Knowledge of digital social media



## HIRING TEAM

### Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approva If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

**Primary Owner \*** Mayra Villalobos

**Owner(s)** Castillo, Thess  
Rivera, Waleska

### Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic r

**Hiring Manager** Anna Quintanilla

**Reviewer(s)**



### Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any appli

**Interviewer(s)**

## ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	
Promotions Coordinator	Thess Castillo [Thess.Castillo@univision.net]	1/16/2019	

## Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

View Approval Status

## REQUISITION

**Requisition ID** req2917

**Priority \*** Medium ▼

**Openings \*** 1 On Going

**Target Hire Date** 3/14/2019 (Target hire date of first opening)

**Requisition Status** Closed ▼

**Do Not Allow to Apply** (Note: Referral Bonus will not apply to this requisition if Do Not Allow to App



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**Mayra Villalobos**

---

**From:** Jorge Jimenez  
**Sent:** Wednesday, January 16, 2019 8:57 AM  
**To:** rstackens@ccdallas.org; admin@tvjobs.com; advisor@amberton.edu; angela.freeman@hmsdc.org; bbolden@fwmbcc.org; bids@wbea-texas.org; branch@naacphouston.org; cgomez@ser-national.org; cgreene@bcc.org; chum@dbcc.org; cro@dbcc.org; rgates@dbcc.org; dfortier@devry.edu; Fred\_Burgess@aaul.org; gmcdermott@uspaacc-sw.org; Hatcher.beverly@gtmbc.com; hcrable@beonair.com; info@blackcontractors.org; info@gdaacc.com; info@nlgja.org; kenya@gdhcc.com; mediaarts@unt.edu; michelle@radioschool.com; milton@houstonbiz.org; multicultural@ncsu.edu; mvelasquez@houstonhispanicchamber.com; jmancilla@houstonhispanicchamber.com; info@houstonhispanicchamber.com; oca@ocanational.org; panton@tamacc.org; pmackin@gahcc.org; procurement@tcbcc.org; randymagdalenos@yahoo.com; sourcing@dfwmsdc.com; strivecareer@stmarytx.edu; taaacc179@yahoo.com; treed@ephcc.org; txasianchamber@gmail.com  
**Subject:** New Job Posting - Promotions Coordinator - San Antonio  
**Attachments:** PromotionsCoordinator.pdf

Hello,

Attached is a PDF of our most current job posting. Please post for viewing.

If this is not the correct contact email address, please be so kind to reply with the correct contact for your organization.

B-26:

Activations Technician

Date of Hire:

2/01/2019

Referral Source of Hire:

Employee Referral

# of Interviewees for  
position and referral sources  
of interviewees

[3] Interviewees

[1] Employee Referral

[1] Google

[1] Indeed



Job Title: Activations Technician (FT)  
Job #: SA 2018-22  
Department: Marketing/Promotions  
Reports to: Director of Operations  
Location: San Antonio, TX

### Activations Technician

#### **Position Summary**

Univision Local Media in San Antonio is currently seeking a Activations Technician (FT). The successful candidate will have excellent interpersonal skills, be bilingual, and have a flexible schedule. The Activations Technician is responsible for set up of promotional items, banners, tables, tents and sound equipment for remotes, special events and station appearances. Interface with clients, listeners and viewers during off site promotional activities. Remote technicians must be able to collaborate creatively with the Sales & Promotions staff.

#### **Job Responsibilities**

- Assisting in the carrying out of station in-field promotions.
- Assist the On-Air Talent and Sales Executives with on-site requests, contests, prizes etc.
- Pick up after event and load equipment and promotional items in vehicle.
- Provide customer service by ascertaining the client needs before any event.
- Follow all station promotions policies and guidelines.
- Greet listeners and distribute prizes to winners.
- Conduct on-air announcements in Spanish from remote or appearance locations.
- Drive station vehicles including oversized trucks and vans.
- Maintain vehicle and promotional item appearance at all times.
- Maintain, organize, and perform routine inventory of all promotional remote and station equipment.
- Enter promo announcements in Wide Orbit when directed by promotion manager
- Other duties as deemed necessary.

#### **Required Skills & Experience**

- Must be highly motivated, assertive, creative, and proactive.
- Must have excellent interpersonal/customer service skills.
- Must be able to lift up to 50-70lbs.
- Must have a valid Texas driver's license and a clean driving record.
- Must be able to work flexible shifts including nights, weekends and holidays.
- Proficient with MS Word, Excel, and Outlook
- Ability to communicate effectively in Spanish (read, write, speak)

#### **Desired Skills & Experience**

- High School graduate, or equivalent.
- Previous experience in similar position.
- Knowledge of digital social media

Please apply to: [https://univision.csod.com/ats/careersite/JobDetails.aspx?id=\\$\\$\\$\\$](https://univision.csod.com/ats/careersite/JobDetails.aspx?id=$$$$)

Univision KWEX-DT, an equal opportunity employer, dedicated to ensuring a diverse workforce by providing broad outreach to all qualified applicants regarding job vacancies at the station. Organizations that regularly distribute information about employment opportunities to job seekers or provide employment referrals that wish to receive notices of our job vacancies may do so by contacting Univision at [rdavila@univision.net](mailto:rdavila@univision.net)

**EQUAL OPPORTUNITY EMPLOYER**

Each requisition must have a valid Requisition Facility Location Address in order to be searchable with geolocation on the Career Site. Addit make the requisition searchable in multiple locations. Internal Recruiting users will have access to this requisition if one or more of the requ constraints, if any, on the user's permission. For multi-location requisitions, if only one location is displayed anywhere in Cornerstone, such : Primary Location. Compliance questions presented to applicants are based on the Primary Location, and any other location-based preferen

<b>Display Job Title *</b>	Promotions/Activations Technician		
<b>Division *</b>	Promotions		
<b>Primary Location *</b>	San Antonio, TX	<b>Address *</b>	USA
<b>Additional Location(s)</b>			
<b>Pay Group</b>	Pay Group		
<b>Department</b>	Local Promotions-UJM		
<b>Contact Phone</b>			
<b>Employment Type *</b>	Regular ▼	Full Time	Part Time
<b>Currency *</b>	United States Dollar ▼		
<b>Compensation *</b>	Salary ▼		
<b>Range</b>	\$ 0.00	<b>To \$</b>	0.00
<b>Referral Bonus</b>	\$ 0		
<b>Business Unit(s) *</b>	Local Media		
<b>FLSA Status *</b>	Non-Exempt		
<b>Job Function(s) *</b>	Other		
<b>I certify I received proper authorization from dept head or bus mgr prior to adding requisition. *</b>	Yes		
<b>Personnel Change Request (PCR)</b>			
<b>WD Requisition Number</b>			
<b>Posting Date</b>	12/3/2018		
<b>Standard Hours *</b>	40		
<b>SLA Tier Option</b>	Tier 2		
<b>Location(s)</b>	TX - San Antonio		
<b>GL Code</b>	STATIONS 103705-570495-1100-000000-00000-000000		
<b>Billing Field</b>	Univision		
<b>Background Verification Package:</b>	Staff Basic Package		

<b>Add On Background Service - Credit</b>	No
<b>Add On Background Service - Education</b>	No
<b>Add On Background Service - Motor Vehicles Records</b>	No
<b>Add On Background Service - Professional License</b>	No
<b>Officer Code</b>	None
<b>Supervisory Org</b>	
<b>WD Position ID</b>	
<b>Company Reference ID</b>	
<b>Frequency</b>	
<b>WD Cost Center</b>	
<b>EEO Category</b>	

**DESCRIPTION AND QUALIFICATIONS**

External Internal

Font Name Size

Job #: SA 2018-22

**Description \***

Univision Local Media in San Antonio is currently seeking a full-time Promotions Tech have excellent interpersonal skills, be bilingual, and have a flexible schedule. The Prt set up of promotional items, banners, tables, tents and sound equipment for remotes appearances. Interface with clients, listeners and general public during off site promo must be able to collaborate creatively with the Sales & Promotions staff.

**Job Responsibilities**

- Assisting in the carrying out of station in-field promotions.
- Assist the On-Air Talent and Sales Executives with on-site requests, contests, prizes
- Pick up after event and load equipment and promotional items in vehicle.
- Provide customer service by ascertaining the client needs before any event.
- Follow all station promotions policies and guidelines

Minimum Ideal

Font Name Size

**Qualifications**

**Required Skills & Experience**

- Must be highly motivated, assertive, creative, and proactive.
- Must have excellent interpersonal/customer service skills.
- Must be able to lift up to 50-70lbs.
- Must have a valid Arizona driver's license and a clean driving record.
- Must be able to work flexible shifts including nights, weekends and holidays.
- Proficient with MS Word, Excel, and Outlook
- Ability to communicate effectively in Spanish (read, write, speak)

**Desired Skills & Experience**

- High School graduate, or equivalent.
- Previous experience in similar position.
- Knowledge of digital social media



## HIRING TEAM

### Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approva  
If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

**Primary Owner \*** Mayra Yillalobos

**Owner(s)** Castillo, Thess

### Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic r

**Hiring Manager** Roland Davila

**Reviewer(s)** Quintanilla, Anna

### Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any appli

**Interviewer(s)**

## ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	
Promotions	Thess Castillo [Thess.Castillo@univision.net]	12/3/2018	

## Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

[View Approval Status](#)

## REQUISITION

<b>Requisition ID</b>	req2804
<b>Priority *</b>	Medium ▼
<b>Openings *</b>	1 On Going
<b>Target Hire Date</b>	2/27/2019 (Target hire date of first opening)
<b>Requisition Status</b>	Closed ▼
<b>Do Not Allow to Apply</b>	<b>(Note: Referral Bonus will not apply to this requisition if Do Not Allow to App</b>



Version: 19.14.13  
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## Mayra Villalobos

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**From:** Jorge Jimenez  
**Sent:** Thursday, November 29, 2018 4:23 PM  
**To:** rstackens@ccdallas.org; admin@tvjobs.com; advisor@amberton.edu; angela.freeman@hmsdc.org; bbolden@fwmbcc.org; bids@wbea-texas.org; branch@naacphouston.org; cgomez@ser-national.org; cgreene@bcc.org; chum@dbcc.org; cro@dbcc.org; rgates@dbcc.org; dfortier@devry.edu; Fred\_Burgess@aaul.org; gmcdermott@uspaacc-sw.org; Hatcher.beverly@gtmhc.com; hcrable@beonair.com; info@blackcontractors.org; Alfredo Durand; info@gdaacc.com; info@nljja.org; kenya@gdhcc.com; mediaarts@unt.edu; michelle@radioschool.com; milton@houstonbiz.org; multicultural@ncsu.edu; mvelasquez@houstonhispanicchamber.com; Jmancilla@houstonhispanicchamber.com; info@houstonhispanicchamber.com; oca@ocanational.org; panton@tamacc.org; pmackin@gahcc.org; procurement@tcbcc.org; randymagdalen@yahoo.com; sourcing@dfwmsdc.com; strivecareer@stmarytx.edu; taaacc179@yahoo.com; treed@ephcc.org; txasianchamber@gmail.com  
**Subject:** Job Posting - Activations Technician - San Antonio, TX  
**Attachments:** Promotions Technician\_PHX-17-08 (004).pdf

Hello,

Attached is a PDF of our most current job posting. Please post for viewing.

If this is not the correct contact email address, please be so kind to reply with the correct contact for your organization.

B-27:

Account Coordinator

Date of Hire:

01/14/2019

Referral Source of Hiree:

UCI Careers Site

# of Interviewees for position  
and referral sources of  
interviewees

[8] Interviewees

[4] Indeed

[3] UCI Careers Site

[1] Other (Former Employee Referral)



Job Title: Account Coordinator  
Department: Sales – Local Media  
Reports To: Director Of Sales  
Location: San Antonio, Texas

### **Account Coordinator**

#### **Position Summary**

Univision Communications San Antonio seeks an enthusiastic and aggressive self-starter to assist our television and radio Account Executives (AEs) in servicing existing accounts, as well as performing general office clerical work. This is a numbers intensive position demanding extensive computer data entry and computer competence. Keys tasks of the Account Coordinator include: entering orders, resolving make goods, communicating commercial air times, coordinating ad copy, responding to incoming requests, getting credit approvals, posting, and following up on invoice discrepancies or collections..

#### **Job Responsibilities:**

- Candidate must be organized, detail oriented, able to multi task and demonstrate excellent time management skills.
- Must have experience in delivering excellent customer service.
- Must be able to deal with a variety of strong and dynamic personalities.
- Outstanding verbal and written communication skills are required.
- Ability to work both independently and in a team environment.

This is a demanding entry-level position in a fast pace environment with potential for career advancement.

#### **Required Basic Qualifications:**

- Previous advertising/ media experience preferred.
- Knowledge of Wide Orbit, OSI, Donovan DDS, E-port, AE In-Box, and Concur preferred.
- BA/ BS degree and related sales experience preferred.
- Exposure to and/or experience with Nielsen.
- Microsoft Office proficient with emphasis in Excel.
- Experience in multi-tasking work environment

#### **Desired Qualifications:**

- Data entry experience
- Detail oriented
- Strong organizational skills



- Experience in Customer Service
- Excellent verbal and written English language communication skills
- Experience in multi-tasking work environment
- Windows, Office with an emphasis on Excel proficiency

**Eligibility Requirements**

- Must be willing to work at the UCI office in San Antonio, Tx
- Must be willing to submit to a background investigation
- Must be willing to travel on an as needed basis
- Must have unrestricted work authorization to work in the United States

**Univision is and equal Opportunity Employer**

**B24/B27**

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<b>Display Job Title *</b>	Account Coordinator	
<b>Division *</b>	Sales - Local	
<b>Primary Location *</b>	San Antonio, TX	<b>Address *</b> USA
<b>Additional Location(s)</b>		
<b>Pay Group</b>	Pay Group	
<b>Department</b>	Local Sales	
<b>Contact Phone</b>		
<b>Employment Type *</b>	Regular ▼	Full Time Part Time
<b>Currency *</b>	United States Dollar ▼	
<b>Compensation *</b>	Hourly ▼	
<b>Range</b>	\$ 0.00	To \$ 0.00
<b>Referral Bonus</b>	\$ 0	
<b>Business Unit(s) *</b>	Local Media	
<b>FLSA Status *</b>	Non-Exempt	
<b>Job Function(s) *</b>	Sales	
<b>I certify I received proper authorization from dept head or bus mgr prior to adding requisition. *</b>	Yes	
<b>Personnel Change Request (PCR)</b>		
<b>WD Requisition Number</b>		
<b>Posting Date</b>	12/3/2018	
<b>Standard Hours *</b>	40	
<b>SLA Tier Option</b>	Tier 2	
<b>Location(s)</b>	TX - San Antonio	
<b>GL Code</b>	STATIONS 103705-570495-1100-000000-00000-000000	
<b>Billing Field</b>	Univision	
<b>Background Verification Package:</b>	Staff Basic Package	

<b>Add On Background Service - Credit</b>	No
<b>Add On Background Service - Education</b>	No
<b>Add On Background Service - Motor Vehicles Records</b>	No
<b>Add On Background Service - Professional License</b>	No
<b>Officer Code</b>	None
<b>Supervisory Org</b>	
<b>WD Position ID</b>	
<b>Company Reference ID</b>	
<b>Frequency</b>	
<b>WD Cost Center</b>	
<b>EEO Category</b>	

**DESCRIPTION AND QUALIFICATIONS**



External	Internal
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**Description \***

Font Name      Size

Job #: SAT 2018-20

Univision Communications San Antonio seeks an enthusiastic and aggressive self-starter Account Executives (AEs) in servicing existing accounts, as well as performing general intensive position demanding extensive computer data entry and computer Account Coordinator include: entering orders, resolving make goods, communicating copy, responding to incoming requests, getting credit approvals, posting, and follow-up collections..

**Job Responsibilities:**

- Candidate must be organized, detail oriented, able to multi task and demonstrate e
- Must have experience in delivering excellent customer service.
- Must be able to deal with a variety of strong and dynamic personalities.
- Outstanding verbal and written communication skills are required.

Minimum	Ideal
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Font Name      Size

**Qualifications**

**Required Basic Qualifications:**

- Previous advertising/ media experience preferred.
- Knowledge of Wide Orbit, OSI, Donovan DDS, E-port, AE In-Box, and Concur preferred.
- BA/ BS degree and related sales experience preferred.
- Exposure to and/or experience with Nielsen.
- Microsoft Office proficient with emphasis in Excel.
- Experience in multi-tasking work environment

**Desired Qualifications:**

- Data entry experience
- Detail oriented
- Strong organizational skills
- Experience in Customer Service
- Excellent verbal and written English language communication skills

### HIRING TEAM

#### Requisition Owner(s)

Users listed as 'Primary Owner' or 'Owner(s)' are given partial management rights for the requisition and access to all submissions. Approva If the Primary Owner is removed, that user becomes an 'Owner'. Use the Delete icon to remove any 'Owner'.

**Primary Owner \*** Mayra Villalobos

**Owner(s)** Castillo, Thess  
Rivera, Waleska

#### Applicant Reviewer(s)

Users listed as 'Reviewers' are given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic r

**Hiring Manager** Chris Morris

**Reviewer(s)** Ragsdale, Crystal



#### Applicant Interviewer(s)

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any appli

**Interviewer(s)**

### ATTACHMENTS

Attach up to ten (10) documents.

Document Title	Uploaded By	Upload Date	
AC	Thess Castillo [Thess.Castillo@univision.net]	12/3/2018	

### Approvals

Define an approval workflow for the job requisition. Indicate if the approval workflow is sequential or concurrent.

[View Approval Status](#)

### REQUISITION

**Mayra Villalobos**

---

**From:** Jorge Jimenez  
**Sent:** Thursday, November 29, 2018 4:18 PM  
**To:** rstackens@ccdallas.org; admin@tvjobs.com; advisor@amberton.edu; angela.freeman@hmsdc.org; bbolden@fwmbcc.org; bids@wbea-texas.org; branch@naacphouston.org; cgomez@ser-national.org; cgreene@bcc.org; chum@dbcc.org; cro@dbcc.org; rgates@dbcc.org; dfortier@devry.edu; Fred\_Burgess@aaul.org; gmcdermott@uspaacc-sw.org; Hatcher.beverly@gtmbc.com; hcrable@beonair.com; info@blackcontractors.org; Alfredo Durand; info@gdaacc.com; info@nlgja.org; kenya@gdhcc.com; mediaarts@unt.edu; michelle@radioschool.com; milton@houstonbiz.org; multicultural@ncsu.edu; mvelasquez@houstonhispanicchamber.com; jmancilla@houstonhispanicchamber.com; info@houstonhispanicchamber.com; oca@ocanational.org; panton@tamacc.org; pmackin@gahcc.org; procurement@tcbcc.org; randymagdaleno@yahoo.com; sourcing@dfwmsdc.com; strivecareer@stmarytx.edu; taaacc179@yahoo.com; treed@ephcc.org; txasianchamber@gmail.com  
**Subject:** Job Posting - Account Coordinator - San Antonio, TX  
**Attachments:** Account Coordinator - SA.pdf

Hello,

Attached is a PDF of our most current Job posting. Please post for viewing.

If this is not the correct contact email address, please be so kind to reply with the correct contact for your organization.