

June 8, 2023

Ms. Elizabeth E. Goldin
Assistant Chief, Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission
45 L Street, NE
Washington, DC 20554

**Re: Equal Employment Opportunity (EEO) Audit Response
KRVI, Mount Vernon, Missouri (Facility ID No. 55165)
KSGF-FM, Ash Grove, Missouri (Facility ID No. 2924)**

Dear Ms. Goldin:

SummitMedia, LLC (Summit) hereby responds to the FCC's April 24, 2022 EEO Audit Letter ("Audit Letter"). Summit is the operating parent company of two license holding entities affiliated through common ownership that are identified in the Audit Letter. SM-KRVI, LLC is the licensee of KRVI, Mount Vernon, Missouri (Fac. ID 55165) (KRVI), and SM-KSGF-FM, LLC is the licensee of KSGF-FM, Ash Grove, Missouri (Fac. ID 2924) (KSGF and collectively Stations). The Stations are part of a single employment unit which includes the broadcast station identified below, which are licensed to various Summit license holding entities:

<u>Call Sign</u>	<u>Community of License</u>	<u>Facility ID No.</u>	<u>Licensee</u>
KRVI	Mount Vernon, MO	55165	SM-KRVI, LLC
KSGF-FM	Ash Grove, MO	2924	SM-KSGF-FM, LLC
KSGF(AM)	Springfield, MO	62024	SM-KSGF-AM, LLC
KSPW	Sparta, MO	10119	SM-SKPW, LLC
KTTS-FM	Springfield, MO	62023	SM-KTTS, LLC

This employment unit currently consists of twenty-one (21) full-time employees. Accordingly, Summit hereby responds to each of the lettered paragraphs of the Audit Letter:

(a) Copies of the employment unit's two most recent EEO Public File Reports, covering the period beginning October 1, 2020 and ending September 30, 2022, are attached hereto in **Attachment A**. Copies of the employment unit's two most recent EEO Public File Reports are available on each station's website at the addresses below. Each station's website contains a direct link to the employment unit's two most recent EEO Public File Reports.

<u>Call Sign</u>	<u>Primary Website</u>
KRVI	https://www.1067theriver.com/
KSGF-FM	https://www.ksgf.com/
KSGF(AM)	https://www.ksgf.com/
KSPW	https://www.power965.com/
KTTS-FM	https://www.ktts.com/

Between October 1, 2020 and ending September 30, 2022, the employment unit hired five (5) full-time employees for the following positions and on the following dates:

<u>Position</u>	<u>Date Hired</u>
General Sales Manager	11/1/21
Telecommute Traffic Coordinator	9/27/21
Telecommute Traffic Coordinator	7/26/21
Marketing Assistant	2/1/21
Account Executive	11/13/20

(b) Copies of all communications announcing the job openings listed in the employment unit's two most recent EEO Public File Reports are attached hereto in **Attachment B**. Documents are generally organized according to position, as reflected in the EEO Public File Reports.

(c) The requested information regarding the total number of interviewees for each vacancy and the referral source for each interviewee is included in the EEO Public File Reports attached hereto in **Attachment A**.

(d) Copies of all available documents demonstrating the employment unit's participating in recruitment initiatives during the period covered by the two most recent EEO Public File Reports are attached hereto in **Attachment C**. The employment unit currently has twenty-one (21) full-time employees, and the stations are located in a market with a population of more than 250,000. Accordingly, the employment unit is required to perform four (4) supplemental recruitment initiatives in each two-year period.

(e) Summit is not aware of any pending or resolved discrimination complaints filed against the employment unit during the period of time covered by this response.

(f) When a station or the employment unit as a whole identify a job need, an initial job description and job advertisement are prepared by the employment unit's Director of Human Resources based on consultation with the manager requesting the hire. After completion of the initial job description, the description is sent to the Department Head of the department requesting the hire for review and to determine whether there are any suggested recruitment sources that should be used in addition to Summit's standard sources. Once the Department Head and Director of Human Resources have approved the job description, the employment

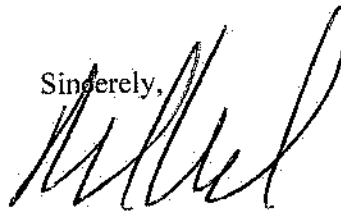
unit's Office Manager forwards the job description to the recruitment sources identified for the job opening, including the all-staff email for existing employees. As described in the attached EEO Public File Reports, Summit typically uses its corporate website, radio advertising, local educational institutions, and national and industry related job posting websites. It is Summit's policy and the Human Resource Director's responsibility to ensure vacancy announcements inform applicants that the station is an E-Verify and Equal Opportunity Employer. In addition, employees have access to a handbook that discusses Summit's EEO policies, including the employment unit's EEO, anti-discrimination, and reasonable accommodation policies. Employees also receive a hard copy of the company handbook as part of the stations onboarding and initial training process.

(g) Summit routinely conducts a review of its recruiting sources to ensure its vacancy announcements reach a wide audience. As part of that process, Summit regularly searches for the broadest and most effective avenues to inform potential candidates of job openings. Summit also engages with its employees to seek feedback on the effectiveness of its recruitment efforts and to seek input with respect to its EEO policies and to identify additional resources to be used in connection with recruitment. Finally, Summit works closely with educational institutions in the community to both reach out to potential applicants joining the workforce and to ensure Summit's recruiting practices remain germane to the next generation of broadcasters.

(h) During the time period covered by this response, Summit has implemented a number of policies to analyze the employment unit's pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. Summit's employee manual details the company's non-discriminatory measures for pay, benefits, seniority, and promotions. Special written evaluations may be conducted as necessary to advise employees of any performance or disciplinary problems. Summit will continue to evaluate and revise these processes as necessary to ensure equal opportunity is provided to all employees and applicants. Summit is not party to any union agreements at the employment unit.

(i) Summit is not a religious broadcaster.

Sincerely,



Darryl Grondines
Senior Vice President
SummitMedia, LLC

Enclosures

Attachment A

EEO PUBLIC FILE REPORT

Reporting Period: September 30, 2020 – October 1, 2021
 Stations Included in Report: KTTS (FM), KSPW (FM), KRVI (FM), KSGF (FM)

I. List of Recruitment Sources
 (including the number of interviewees referred during the reporting period)
 * An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies

Code	Recruitment Source	Address	Contact Person	Phone	Number of Interviewees Referred
Common Sources					
C1	Referral				1
C2	Radio Advertising	KTTS 94.7 FM; KSPW 96.5 FM; KRVI 106.7 FM; KSGF 104.1 FM/1260 AM			
C3	Springfield Chamber of Commerce	Business.springfieldchamber.com/jobs			
C4	Country Aircheck	Countryaircheck.com			
C5	All Access	ABAAccess.com			
C6	Indeed.com	SmartPost job board aggregator	Tyler Browne Account Executive tbrowne@indeed.com	512-493-5100	3+6+8+7
C7	SummitMedia.com	2700 Corporate Drive, Suite 115 Birmingham, AL 35242		205-322-2987	2+4
C8	SummitMedia Employment Application	2330 W Grand St Springfield, MO 65802		417-863-6614	
C9	LinkedIn.com	SmartPost job board aggregator	LinkedIn.com		2+2
C10	MBA (Missouri Broadcasters Association)	SmartPost job board aggregator	Tony Harper 1025 Northeast Dr Jefferson City, MO 65109 tharper@mbarweb.org	573-636-6692	
L1	Missouri State University	715 S Florence Ave Springfield, MO 65807 SmartPost job board aggregator	Handshake.com		
L2	Deary University	900 N Benton Ave Springfield, MO 65802 SmartPost job board aggregator	Handshake.com		
L3	Evangel University	1111 N Glenstone Ave Springfield, MO 65802 SmartPost job board aggregator	Handshake.com		
L4	Missouri Career Center	2900 E Sunshine St Springfield, MO 65804	Springfieldmo.gov/1007/workforce-development	417-887-4343	
Total Number of Interviewees Referred:					35

II. Full-time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy	Recruitment Source for Person Hired (by code number)
Account Executive	C1, C2, C6, C7, C9, L1, L2, L3, L4	Code Number: C6 Hire Date: 11/13/20
Marketing Assistant	C1, C2, C6, C7, C9, L1, L2, L3, L4	Code Number: C6 Hire Date: 2/1/21
Telecommute Traffic Coordinator	C1, C3, C6, C7, C9, C10, L1, L2, L3, L4	Code Number: C7 Hire Date: 7/26/21
Telecommute Traffic Coordinator	C1, C3, C6, C7, C9, C10, L1, L2, L3, L4	Code Number: C9 Hire Date: 9/27/21

III. Non-Vacancy Specific Recruitment Efforts During Reporting Period

Participation in job fair by station personnel who have substantial responsibility in the making of the hiring decisions	General Manager participated in Virtual Career Fair in Communications through Missouri State University 2/9/21; performed virtual mock interviews, career coaching, and shared opportunities that would be available in our industry and SummitMedia.
Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	Department heads viewed webinar sponsored by Missouri Broadcasters Association on EEO Regulations for Broadcasters 2/15/21.
Initiated the company Internship Program	KTTS News Director sponsored Missouri State University Intern for fall semester 2020; KSGF Program Director sponsored Evangel University Intern for Spring Semester 2021; KTTS News Director sponsored University of Missouri Columbia Intern for Summer Semester 2021.

EEO PUBLIC FILE REPORT

Reporting Period: October 1, 2021 – September 30, 2022
 Stations Included in Report: KTTS (FM), KSPW (FM), KRVI (FM), KSGF (FM), KSGF (AM)

I. List of Recruitment Sources
 (including the number of interviewees referred during the reporting period)
 * An asterisk next to the name of the source indicates that this source sought to receive notice of vacancies

Code	Recruitment Source	Address	Contact Person	Phone	Number of Interviewees Referred
Common Sources					
C1	Referral				1
C2	Radio Advertising	KTTS 94.7 FM, KSPW 96.5 FM, KRVI 106.7 FM, KSGF 104.1 FM/1260 AM			
C3	Springfield Chamber of Commerce	business.springfieldchamber.com/jobs			
C4	Country Aircheck	Countryaircheck.com			
C5	All Access	AllAccess.com			
C6	Indeed.com	SmartPost job board aggregator	Tyler Browne Account Executive browne@indeed.com	512-493-5100	
C7	SummitMedia.com	2700 Corporate Drive, Suite 115 Birmingham, AL 35242		205-322-2987	
C8	Media Staffing Network	Mediastaffingnetwork.com	Patty Kincaid	602-369-6765	2
C9	LinkedIn.com	SmartPost job board aggregator	LinkedIn.com		
C10	MBA (Missouri Broadcasters Association)	SmartPost job board aggregator	Terry Harper 1025 Northeast Dr Jefferson City, MO 65109 tharper@mbaweb.org	573-636-6692	
L1	Missouri State University	715 S Florence Ave Springfield, MO 65807 SmartPost job board aggregator	Handshake.com		
L2	Drury University	900 N Benton Ave Springfield, MO 65802 SmartPost job board aggregator	Handshake.com		
L3	Evangel University	1111 N Glenstone Ave Springfield, MO 65802 SmartPost job board aggregator	Handshake.com		
L4	Missouri Career Center	2900 E Sunshine St Springfield, MO 65804	Springfieldmo.gov/1007/workforce-development	417-887-4343	
Total Number of Interviewees Referred:					3

II. Full-time Vacancies Filled During the Reporting Period

Job Title	Recruitment Sources Utilized to Fill Vacancy	Recruitment Source for Person Hired (by code number)
General Sales Manager	C1, C3, C6, C7, C9, C10, L1, L2, L3, L4	Code Number: C1 Hire Date: 11/1/21

III. Non-Vacancy Specific Recruitment Efforts During Reporting Period

Participate in events/programs sponsored by educational institutions relating to career opportunities in broadcasting - Future Business Leaders of America Career Day	KSPW Program Director conducted an educational tour of station facilities to a group of 20 Niangua High School students interested in radio business functions 2/16/22; shared the inner workings of a live radio broadcast, as well as the business positions available in our industry and SummitMedia.
Participate in events/programs sponsored by educational institutions relating to career opportunities in broadcasting.	Marshfield High School Annual Mock Interview Event - approximately 40 senior high school students interested in broadcasting and communication careers. Interview portion scheduled with each interview lasting around 15 minutes... provided feedback to the student. 3/1/22
Participate in events/programs sponsored by educational institutions relating to career opportunities in broadcasting	KSGP Program Director spoke to 15 Kiwanis Club members on the relevance of radio in modern society and the reasons radio continues to be relevant and strong 3/10/22.
Host other activity reasonably calculated to disseminate information about careers in broadcasting.	KTTS News Director set up and attended a full day Weather Expo displaying and conversing with listeners and members of the community on radio weather coverage and the benefits of live reporting as well as the relevance of radio in today's market place, and the availability of open positions with SummitMedia. 3/26/22.
Participate in other activity reasonably calculated to disseminate information about careers in broadcasting.	Summit General Sales Manager helped create the curriculum for MSU college course, using it as recruitment course for advertising sales positions. Students had to make contact, set an appointment, interview, and follow criteria laid out as if they were making a sale...4 week course. 6/13/22-7/7/22

Attachment B



B. Annis

EEO CHECKLIST
FOR
JOB RECRUITMENT FILE

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- ~~Copy of any newspaper advertisement (check for EOE/M/F clause) N/A~~
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.

EEO Manager

11/10/2020
Date file completed

SUMMITMEDIA

PERSONNEL REQUISITION POSITION APPROVAL

TO: Vice President - Finance

Date: January 27, 2020

From: Anne Fisher, General Sales Manager

Dept: Sales

Job Title of Open Position: Account Executive

Date required: February 1, 2020

Full Time

Part Time

Replacement
 New Position

Budgeted

Yes

No

Posting for internal board:

SummitMedia LLC-Springfield (106.7-FM KRVI The River, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF-FM) is seeking an Account Executive who thrives in a fast-paced working environment. We seeking competitive individuals with a proven track record of over-achieving sales goals. In return, we offer a career opportunity with an innovative and stimulating work environment with one of the best teams in the business.

The Account Executive works to maintain and grow existing business/relationships with our key accounts and develop new business. Responsibilities include prospecting and aggressively seeking new customers by networking, cold calling, canvassing the market, referrals or other means; develop, and maintain station accounts; pursue and develop new business; service accounts with avalls, presentations, promotions, and research; conceptualize and communicate creative ideas; follow through on production for new business clients; and establish and maintain customer relationships.

Qualifications:

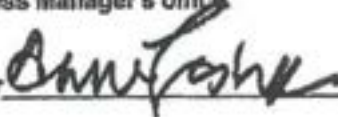
Requires a Bachelor's degree in Business or related field preferred; up to 2 years outside sales experience; prior radio sales experience preferred; sales of other media or related fields will be considered; recognized top sales performer with a track record of over-achieving sales goals (top 10-20% of company) in past positions; able to identify client business needs and proactively develop customized advertising solutions to meet client objectives; have strong listening and presentation skills and the ability to quickly building lucrative client relationships; knows how to use today's new technologies in today's business environment; stay abreast of the competitive landscape and emerging technologies to best position Scripps in the marketplace; possess rare people skills which allow you to get out in front of problems and proactively provide solutions; excellent written and verbal communication skills required; strong problem solving and persuasive abilities; ability to creatively develop new advertising accounts; high work ethics and standards; ability to meet deadlines and detail orientation

Please send your resume to SummitMedia Springfield, MO Attention: Anne Fisher, 2330 W Grand Street, Springfield, MO 65802, or email resume to Anne.Fisher@SummitMediaCorp.com.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

This job will be posted internally on the office bulletin boards and the SummitMedia websites. If you need additional sources, please notify the Business Manager's office.

Department Head/Hiring Manager



Date:

1/27/20

Darryl Grondines



Date:

1/27/20



SUMMITMEDIA Springfield

Account Executive Job Description

SummitMedia LLC-Springfield Radio Operations, (106.7-FM KRVI The River, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF-FM) is seeking a talented account executive who thrives in a fast-paced working environment. We are identifying competitive individuals with a proven track record of over-achieving sales goals. In return, we offer a career opportunity with an innovative and stimulating work environment with one of the best teams in the business.

Responsibilities:

The Account Executive works to maintain and grow existing business/relationships with our key accounts. Identify and pursue ways to increase individual, client and company sales growth and retention in our full product portfolio. Responsibilities include prospecting and aggressively seeking new clientele by networking, cold calling, canvassing, referrals or other means; develop, and maintain station accounts; pursue and develop new business; service accounts with avails, presentations, promotions, and research; conceptualize and communicate creative ideas; follow through on production for new business clients; and establish and maintain customer relationships.

Job Requirements:

- Previous outside sales experience
- Strong logical and critical thinking skills
- Excellent interpersonal and customer service skills
- Solid organizational and time management skills
- Strong problem solving and persuasive abilities
- High work ethic and standards
- Some background in advertising/marketing
- Prospect, develop and maintain station accounts, pursue and develop new business and service accounts with avails, presentations, promotions, and research
- Conceptualize and communicate creative ideas
- Follow through on production for new business clients
- Establish and maintain customer relationships
- Other duties as assigned by manager.

Qualifications:

- Requires a bachelor's degree in Business or related field preferred
 - Up to 5 years outside sales experience; prior radio sales experience preferred; sales of other media or related fields will be considered
 - Recognized top sales performer with a track record of over-achieving sales goals (top 10-20% of company) in past positions
 - Ability to identify client business needs and proactively develop customized advertising solutions to meet client objectives
 - Have strong listening and presentation skills and the ability to quickly building lucrative client relationships
 - Knows how to use today's new technologies in today's business environment
 - Stay abreast of the competitive landscape and emerging technologies to best position SummitMedia in the marketplace
 - Possess rare people skills which allow you to get out in front of problems and proactively provide solutions
 - Excellent written and verbal communication skills required
 - Strong problem solving and persuasive abilities
 - Ability to creatively develop new advertising accounts
 - High work ethics and standards
 - Ability to meet deadlines and detail orientation
-

SummitMedia LLC. LinkedIn Job Posting Form



Today's Date: Your Name:

Job Title: Market:

Job Function (Marketing, Sales, Accounting, Etc.):

E-mail address for resumes / applications to forward to:

Are there any specific requirements for this posting (Education, Experience, Etc.):

What is the budget for this job posting?

Flight Date for posting SummitMedia Approval PO#:

Credit Card Number for payment: Exp: CVV:

Job Description:

SummitMedia LLC-Springfield Operations (106.7-FM KRVI The River, Power 96.5 FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF) is seeking a talented account executive who thrives in a fast-paced working environment, selling marketing solutions to existing and prospective clients utilizing on air, on-line and on location opportunities to help businesses grow. We are identifying competitive individuals with a proven track record of over-achieving sales goals. In return, we offer a career opportunity with an innovative and stimulating work environment with one of the best teams in the business.

The ideal candidate is a self-motivated, confident, competitive professional, who has a desire to learn, grow and win while earning a high income in a fun environment. Successful candidates should be passionate problem solvers who enjoy and take pride in helping clients grow their business by offering creative solutions. A BA in business or applicable field is preferred. Two or more years in marketing or sales is a must.

SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

#3427907 Account Executive

[Job Details \(/jobs/3427907\)](#) [Edit \(/jobs/3427907/edit\)](#) [Applicants \(/jobs/3427907/applicants\)](#)

Job [Preview job posting \(/jobs/3427907/edit?initial_page=4\)](#)

[Edit Details \(/jobs/3427907/edit\)](#) [Expire Job](#)

[Duplicate job \(/jobs/3427907/duplicate?job_id=3427907\)](#)

Applicants

[Review 36 Applicants \(/jobs/3427907/applicants\)](#)

View profiles and download application documents.

School	Applications	Last Update	Status	Comments
Missouri State University	0	Approved 8 months ago	Approved	0

< 1/1 >



Account Executive
SUMMITMEDIA LLC (/employers/71558)

Favorite Job

About this Job

SummitMedia LLC-Springfield Operations (106.7-FM KRVI The River, Power 96.5 FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGP) is seeking a talented account executive who thrives in a fast-paced working environment, selling marketing solutions to existing and prospective clients utilizing on air, on-line and on location opportunities to help businesses grow. We are identifying competitive individuals with a proven track record of over-achieving sales goals. In return, we offer a career opportunity with an innovative and stimulating work environment with one of the best teams in the business.

The ideal candidate is a self-motivated, confident, competitive professional, who has a desire to learn, grow and win while earning a high income in a fun environment. Successful candidates should be passionate problem solvers who enjoy and take pride in helping clients grow their business by offering creative solutions. A BA in business or applicable field is preferred. Two or more years in marketing or sales is a must.

SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

"It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency."

Location

Springfield, Missouri, United States

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

250 - 1,000 employees

INDUSTRY

Advertising, PR & Marketing Industry

COMPANY TYPE

Unknown

HEADQUARTERS

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

WEBSITE

<http://www.summitmediacorp.com/>

SOCIAL MEDIA

(No Facebook Listed)

(No Twitter Listed)

<https://www.linkedin.com/company/summitmedia-llc/about/>

Employer Preferences

ALLOWED SCHOOL YEARS

All school years and graduation dates allowed

ALLOWED MAJORS

All majors allowed

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

CONTACTS

Anna Fisher

Attachments (/jobs/3427907/attachments)

New Attachment (/jobs/3427907/attachments/new)
Posted to 176 Schools
<input checked="" type="checkbox"/> 96 approved postings <input checked="" type="checkbox"/> 2 declined postings <input type="checkbox"/> 78 pending postings
<input type="checkbox"/> This job is live to students until December 31, 2020 at 5:00pm.
Target More Schools (/jobs/3427907/edit?initial_page=3)

Labels

No labels have been added.

Select a label...

Create New Label

 View & Add Notes

Tracking Code

No tracking code added

Social Media

Like 0 · Retweet

1 user

 View

Email (mailto?)

subject=Check%20this%20out!&body=Check%20out%20this%20job%20%20found%20on%20Handshake%3A%0A%0DEmployer%3A%20SUMMITMEDIA%20LLC%0A%0DU Time%0A%0Dhttps%3A%2F%2Fapp.joinhandshake.com%2Fjobs%2F3427907)

Multi-Media Account Executive

SummitMedia

Occupation: Advertising Sales Agents

Location: Springfield, MO - 65802 Positions available: 1

Job #: 12788552 Source: MoJobs

Work At Home option: Not Specified Updated: 9/14/2020 Expires: 12/30/2020

Site: MoJobs Agency Job ID: 7

Job Requirements

BD

24



Job Properties



40



Job Description

Job Description

SummitMedia LLC-Springfield Operations (106.7-FM KRVI The River, Power 96.5 FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF) is seeking a talented account executive who thrives in a fast-paced working environment, selling marketing solutions to existing and prospective clients utilizing on air, on-line and on location opportunities to help businesses grow. We are identifying competitive individuals with a proven track record of over-achieving sales goals. In return, we offer a career opportunity with an innovative and stimulating work environment with one of the best teams in the business.

The ideal candidate is a self-motivated, confident, competitive professional, who has a desire to learn, grow and win while earning a high income in a fun environment. Successful candidates should be passionate problem solvers who enjoy and take pride in helping clients grow their business by offering creative solutions. A BA in business or applicable field is preferred. Two or more years in marketing or sales is a must.

SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

Employer Research

Employer Research

SummitMedia

Is a Private Sector employer with 2 locations

Company Profile:

SummitMedia, LLC - Springfield Radio Operations is an integrated broadcasting, digital media, direct marketing and events company.

250-499 employees

Connect with

SummitMedia



See all jobs from SummitMedia

Location/Work Site Information

Location/Work Site Information

Address: 2330 W GRAND, Springfield, MO 65802

Public Transportation Accessible: Yes

Location/Work Site Industry (NAICS): Other Services Related to Advertising (541890)

Cost of Living: View cost of living information based on this location

Compensation and Hours

Compensation and Hours

Salary Range: Not Available **Salary + Commission** **Other Benefits:** Not Available



Hours per Week:

40

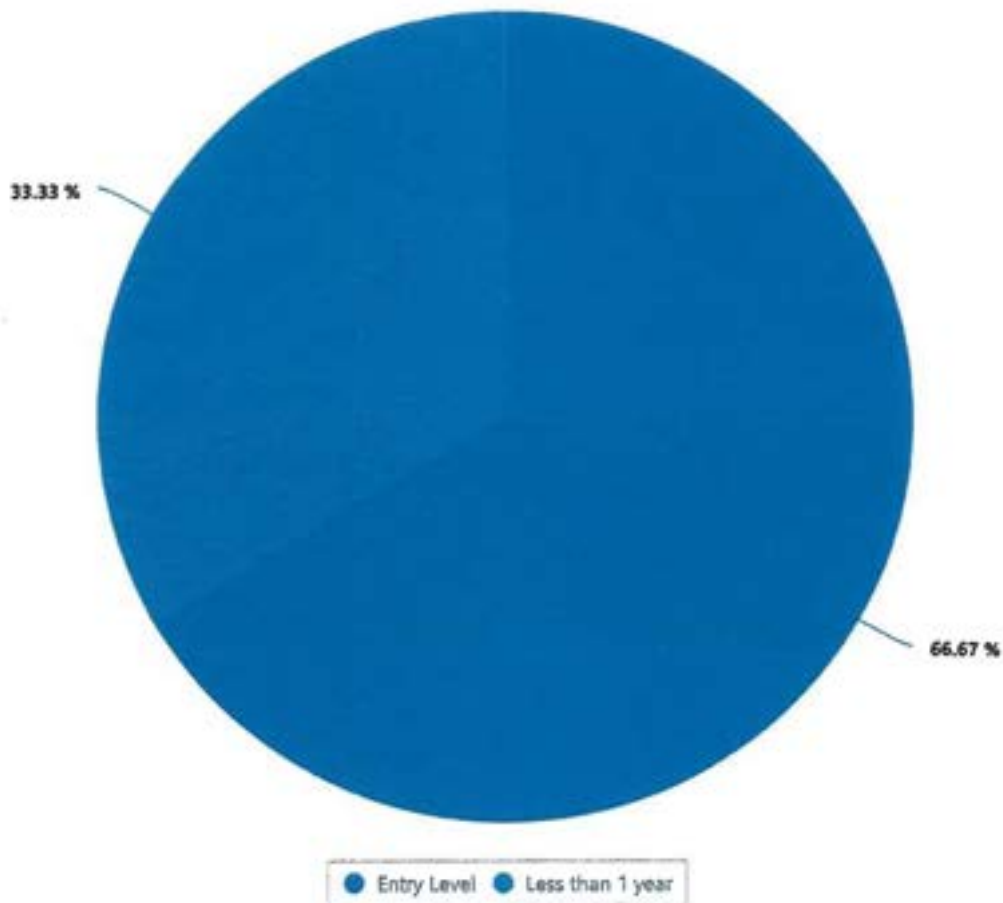
Work Experience

Work Experience

Minimum Experience Required: 24 months

This section shows the minimum required work experience requested by employers on job openings advertised online for Advertising Sales Agents in Greene County, MO on September 13, 2020 (Jobs De-duplication Level 2).

Experience	Job Openings	Percentage of Job Openings
Entry Level	2	66.67%
Less than 1 year	1	33.33%
2 Years to 5 Years	0	N/A
More than 10 Years	0	N/A



Include Not Specified

Source: Online advertised jobs data

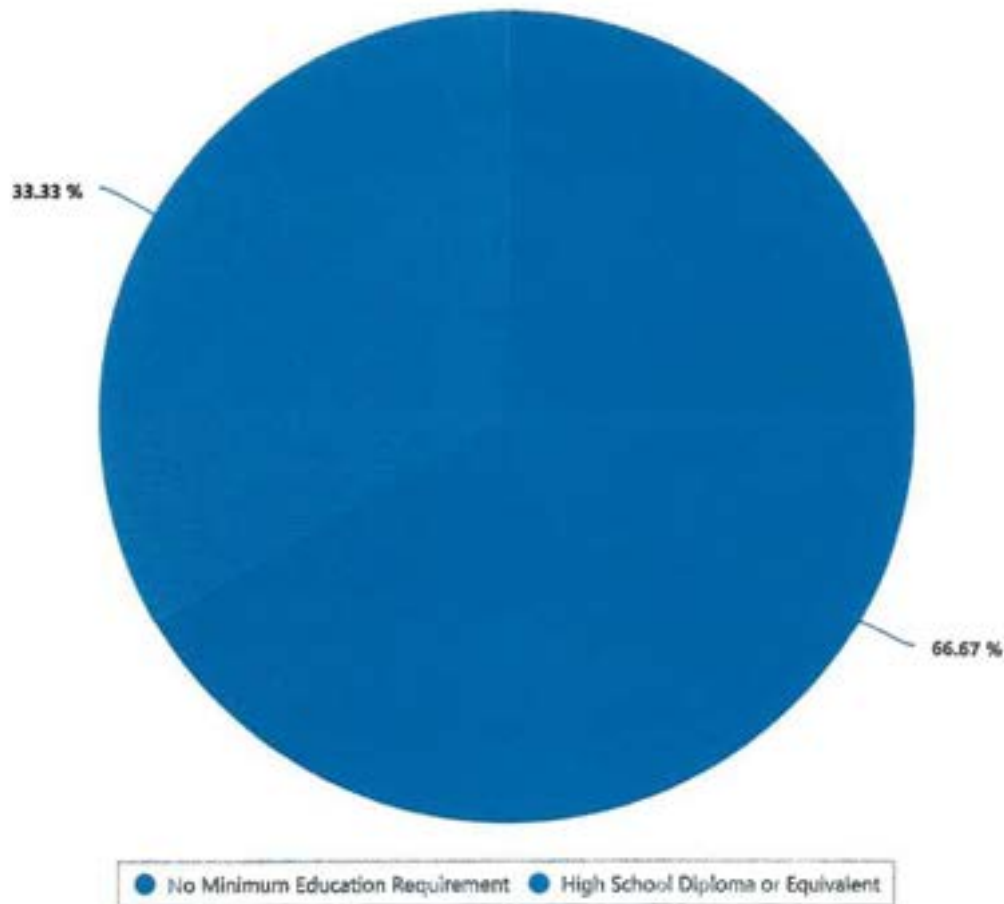
Education and Training

Minimum Education Level Required: Bachelor's Degree

Required License/Certification: No

This section shows the minimum level of education requested by employers on job openings advertised online for Advertising Sales Agents in Greene County, MO on September 13, 2020 (Jobs De-duplication Level 2).

Education Level	Job Openings	Percentage of Job Openings
No Minimum Education Requirement	2	66.67%
Less than High School	0	N/A
High School Diploma or Equivalent	1	33.33%
Bachelor's Degree	0	N/A



Include Not Specified

Source: Online advertised jobs data

Skills Required

Skills Required

[View this employer's job skill requirements](#)

[View typical Tools and Technology skills used by Advertising Sales Agents](#)

Specialized Job Requirements

Specialized Job Requirements

Security Clearance Level Requirement: No Clearance

Occupation Information

Occupation Information

Occupation:	Advertising Sales Agents
Other Related Jobs:	Not Available
Supply and Demand:	Not Available
Other Employers:	Not Available

This section shows the number of job openings advertised online in Greene County, MO for Advertising Sales Agents and for the related occupational group of Sales and Related Occupations on September 13, 2020 (Jobs De-duplication Level 2).

Occupation	Job Openings
Advertising Sales Agents	3
Sales and Related Occupations	395

Source: Online advertised jobs data

Personal Requirements

Personal Requirements

Knowledge:	View the knowledge typically needed by Advertising Sales Agents
Abilities:	View the abilities typically needed by Advertising Sales Agents
Work Styles:	View the personal characteristics that can affect how well Advertising Sales Agents perform

Nature of the Work

Nature of the Work

Work Activities:	View typical work activities for Advertising Sales Agents
Tasks:	View the specific tasks commonly performed by Advertising Sales Agents
Working Conditions:	View the typical working conditions for Advertising Sales Agents
Tools and Technology Skills:	View the tools and technology generally used by Advertising Sales Agents
Occupational Videos:	View a short video about Advertising Sales Agents

Multimedia Account Executive

SummitMedia LLC - Springfield, MO 65802

\$36,041 - \$94,296 a year

[Apply Now](#)



[Save this job](#)

SummitMedia LLC-Springfield Operations (106.7-FM KRVI The River, Power 96.5 FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF) is seeking a talented account executive who thrives in a fast-paced working environment, selling marketing solutions to existing and prospective clients utilizing on air, on-line and on location opportunities to help businesses grow. We are identifying competitive individuals with a proven track record of over-achieving sales goals. In return, we offer a career opportunity with an innovative and stimulating work environment with one of the best teams in the business.

The ideal candidate is a self-motivated, confident, competitive professional, who has a desire to learn, grow and win while earning a high income in a fun environment. Successful candidates should be passionate problem solvers who enjoy and take pride in helping clients grow their business by offering creative solutions. A BA in business or applicable field is preferred. Two or more years in marketing or sales is a must.

SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

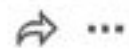
Job Type: Full-time

Pay: \$36,041.00 - \$94,296.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan

Schedule:



MultiMedia Account Executive

SummitMedia, LLC • Springfield, Missouri, United States

NEW • Posted 3 minutes ago • Be among the first 25 applicants

Save

Easy Apply

SummitMedia LLC-Springfield Operations (106.7-FM KRVI The River, Power 96.5 FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF) is seeking a talented account executive who thrives in a fast-paced working environment, selling marketing solutions to existing and prospective clients utilizing on air, on-line and on location opportunities to help businesses grow. We are identifying competitive individuals with a proven track record of over-achieving sales goals. In return, we offer a career opportunity with an innovative and stimulating work environment with one of the best teams in the business.

The ideal candidate is a self-motivated, confident, competitive professional, who has a desire to learn, grow and win while earning a high income in a fun environment. Successful candidates should be passionate problem solvers who enjoy and take pride in helping clients grow their business by offering creative solutions. A BA in business or applicable field is preferred. Two or more years in marketing or sales is a must.

SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

Job Details

Seniority Level

Associate

Industry

Marketing & Advertising

Employment Type

Full-time

Job Functions

Sales , Business Development



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

BREN DAN					BATES									
LAST					FIRST					M				

2. DATE

10	20	20
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

AE

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Indeed



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Account Exec

Name of Department: Sales

Person Preparing This Report:

Location: Springfield

Date Prepared: 11/9/20

Name/Title of Hiring Mgr: Anne Fisher

Table with 4 columns: DATE, NAME OF APPLICANT, REFERRED BY, DISPOSITION**. Rows include: 10/16 Brandon Annis Indeed 2, 10/16 Sharon Anderson Indeed 1, 10/20 Brendan Bates Indeed 1.

** DISPOSITION

- 1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Account Executive **FULL-TIME PART-TIME:** Full-Time **DATE:** 11/10/2020

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia, LLC Website	0
2. MOJobs Website	0
3. Joinhandshake.com	0
4. Indeed.com	3
5. LinkedIn	0

DATE POSITION WAS FILLED: 11/9/2020

REFERRAL SOURCE OF APPLICANT HIRED: 4. Indeed.com

(<https://summitmediacorp.com>)

◀ JOB OPENINGS

Account Manager- Springfield

SummitMedia LLC-Springfield Radio Operations, (106.7-FM KRVl The River, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF-FM) is seeking a talented account executive who thrives in a fast-paced working environment. We are identifying competitive individuals with a proven track record of over-achieving sales goals. In return, we offer a career opportunity with an innovative and stimulating work environment with one of the best teams in the business.

The Account Executive works to maintain and grow existing business/relationships with our key accounts. Identify and pursue ways to increase individual, client and company sales growth and retention in our full product portfolio. Responsibilities include prospecting and aggressively seeking new clientele by networking, cold calling, canvassing, referrals or other means; develop, and maintain station accounts; pursue and develop new business; service accounts with avails, presentations, promotions, and research; conceptualize and communicate creative ideas; follow through on production for new business clients; and establish and maintain customer relationships.

Qualifications:

Requires a Bachelor's degree in Business or related field preferred; up to 5 years outside sales experience; prior radio sales experience preferred; sales of other media or related fields will be considered; recognized top sales performer with a track record of over-achieving sales goals (top 10-20% of company) in past positions; able to identify client business needs and proactively develop customized advertising solutions to meet client objectives; have strong listening and presentation skills and the ability to quickly building lucrative client relationships; knows how to use today's new technologies in today's business environment; stay abreast of the competitive landscape and emerging technologies to best position SummitMedia in the marketplace; possess rare people skills which allow you to get out in front of problems and proactively provide solutions; excellent written and verbal communication skills required; strong problem solving and persuasive abilities; ability to creatively develop new advertising accounts; high work ethics and standards; ability to meet deadlines and detail orientation

Please send your resume to SummitMedia Springfield, MO Attention: Anne Fisher, 2330 W Grand Street, Springfield, MO 65802, or email resume to anne.fisher@summitmediacorp.com (<mailto:anne.fisher@summitmediacorp.com>). No phone calls please.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Position Closes:

◀ RETURN

ABOUT US ([HTTPS://SUMMITMEDIACORP.COM/ABOUT](https://summitmediacorp.com/about))
OUR STATIONS ([HTTPS://SUMMITMEDIACORP.COM#STATIONS](https://summitmediacorp.com/#stations))
LISTEN ONLINE ([HTTPS://SUMMITMEDIACORP.COM#LISTEN_ONLINE](https://summitmediacorp.com/#listen_online))
CONTACT US ([HTTPS://SUMMITMEDIACORP.COM/CONTACT_US](https://summitmediacorp.com/contact_us))
OUR DIGITAL ADVANTAGE ([HTTPS://SUMMITMEDIACORP.COM/OUR_DIGITAL_ADVANTAGE](https://summitmediacorp.com/our_digital_advantage))
EMPLOYMENT ([HTTPS://SUMMITMEDIACORP.COM/EMPLOYMENT](https://summitmediacorp.com/employment))
PRESS RELEASES ([HTTPS://SUMMITMEDIACORP.COM/PRESS](https://summitmediacorp.com/press))
PRIVACY POLICY ([HTTPS://SUMMITMEDIACORP.COM/SECTION/PRIVACY-POLICY](https://summitmediacorp.com/section/privacy-policy))
VISITOR AGREEMENT ([HTTPS://SUMMITMEDIACORP.COM/SECTION/VISITOR-AGREEMENT](https://summitmediacorp.com/section/visitor-agreement))
OFFICIAL RULES ([HTTPS://SUMMITMEDIACORP.COM/SECTION/OFFICIAL-RULES](https://summitmediacorp.com/section/official-rules))
EEO REPORT ([HTTPS://SUMMITMEDIACORP.COM/SECTION/EEO](https://summitmediacorp.com/section/eEO))



**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.



EEO Manager

1/15/2021

Date file completed

SUMMITMEDIA Springfield

PERSONNEL REQUISITION POSITION APPROVAL

TO: Vice President - Finance

Date: November 10, 2020

From: Janelle Moffett, President/General Manager

Dept: G&A

Job Title of Open Position: Marketing Assistant

Date required: November 13, 2020

Full Time

Part Time

Replacement (Chris Pridgen)
 New Position Budgeted

Yes No

Posting for internal board:

SummitMedia LLC-Springfield (106.7-FM KRVI The River, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF-FM) is seeking a Marketing Assistant who thrives in a fast-paced, ever-changing work environment. n the business.

The Marketing Assistant will report directly to the market President and will be responsible for taking on a variety of tasks that allow for the successful completion of planned marketing programs, resulting in increased revenue. The successful candidate will perform daily administrative tasks for in-bound lead generation, outbound customer marketing, perform phone surveys, assist in the development of sales & marketing collateral, coordinate market research studies and produce weekly content pieces for sales web, social, and lead generation sites.

Qualifications:

Requires 2+ years experience working in advertising and marketing related field, a bachelor's degree in marketing is preferred. Exquisite written communication and problem-solving skills required, with a customer-oriented approach; Must be detail oriented, organized, and meet deadlines. Requires understanding of office management and marketing principles. Excellent knowledge of MS Office, marketing computer software and online applications, and basic graphics design skills.

Please send your resume to SummitMedia Springfield, MO Attention: Janelle Moffett, 2330 W Grand Street, Springfield, MO 65802, or email resume to Janelle.Moffett@summitmediacorp.com.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally on the office bulletin boards and in the SummitMediacorp.com job line. If you need additional sources, please notify the Controller's office.

Department Head/Hiring Manager



Date: 11-10-20

Darryl Grondines



Date: _____

11/12/20



SUMMITMEDIA Springfield

Marketing Assistant Job Description

SummitMedia LLC-Springfield Radio Operations, (106.7-FM KRVI The River, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF-FM) is seeking a zealous Marketing Assistant to support the Sales & Marketing department in its primary and administrative duties that will result in additional revenue.

Responsibilities:

The Marketing Assistant will be responsible for taking on a variety of tasks that allow for the successful completion of planned marketing programs, resulting in increased revenue. The successful candidate will perform daily administrative tasks for in-bound lead generation, outbound customer marketing, perform phone surveys, assist in development of sales & marketing collateral, coordinate market research studies and produce weekly content pieces for sales web, social, and lead generation sites.

Job Requirements:

- Undertaking daily administrative tasks to ensure the functionality and coordination of the sales & marketing department's activities
- Supporting sales executives in organizing various projects
- Conducting market research and analyzing consumer rating reports/questionnaires
- Produce outbound marketing messages to customer databases
- Manage all in-bound marketing, develop and execute marketing plans including regular and seasonal messages that appeal to a business owner's potential needs, promotion, and tracking of inbound lead generation systems
- Produce weekly content pieces for sales web, social, and lead generation sites
- Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.)
- Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- Prepare and deliver promotional presentations to sales executives
- Compose and post online content on the company's website, social media accounts, and email databases
- Write & Design marketing literature (brochures, press releases etc.) to augment the company's presence in the market
- Communicate directly with clients and encourage trusting relationships

Qualifications:

- At least two years experience working in advertising and marketing related field
- A bachelor's degree in marketing is preferred
- Demonstrable ability to multi-task and adhere to deadlines
- Proven experience as a marketing assistant
- Good understanding of office management and marketing principles
- Well organized with a customer-oriented approach
- Good knowledge of market research techniques and databases
- Excellent knowledge of MS Office, marketing computer software and online applications (CRM tools, Online analytics, Google Adwords, etc.)
- Exquisite communication and people skills
- Basic graphics design skills required
- High work ethic and standards

SummitMedia LLC. LinkedIn Job Posting Form



Today's Date: Your Name:

Job Title: Market:

Job Function (Marketing, Sales, Accounting, Etc.):

E-mail address for resumes / applications to forward to:

Are there any specific requirements for this posting (Education, Experience, Etc.):

What is the budget for this job posting?

Flight Date for posting SummitMedia Approval PO#:

Credit Card Number for payment: Exp: CVV:

Job Description:

SummitMedia LLC-Springfield Radio Operations, (106.7-FM KRVI, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF) is looking for a zealous Marketing Assistant to support the Sales & Marketing Department in its primary and administrative duties.

This creative, organized and personable individual will be instrumental in the functionality and coordination of both in-bound lead generation and outbound customer marketing, i.e., generation and analization of surveys, consumer rating reports, questionnaires, social media, web and rankings data; production of outbound marketing messages, online content pieces, and marketing plans; assisting in promotional event organization - both traditional and digital; writing and designing marketing literature. The ability to communicate directly with clients and encourage trusting relationships, as well as preparing and delivering promotional presentations to sales executives makes this candidate a perfect part of the team!

At least two years of experience working in advertising and marketing related fields is a must. A BA in Marketing is also preferred. Must be well-organized, with the ability to multi-task and adhere to deadlines, and have excellent knowledge of MS office, Marketing software and online applications.

If this describes you, we'd love to have you join the number one radio group in Springfield, Missouri! SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

Marketing Assistant

SummitMedia LLC - Springfield, MO 65802

Temporarily remote

[Apply Now](#)

[Save this job](#)

 [Copy link](#)

Job details

Salary

From \$15 an hour

Job Type

Full-time

Qualifications

- Bachelor's (Preferred)
- Advertising/Marketing; 1 year (Preferred)

Full Job Description

SummitMedia LLC-Springfield Radio Operations, (106.7-FM KRVI, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF) is looking for a zealous Marketing Assistant to support the Sales & Marketing Department in its primary and administrative duties.

This creative, organized and personable individual will be instrumental in the functionality and coordination of both inbound lead generation and outbound customer marketing, i.e., generation and analization of surveys, consumer rating reports, questionnaires, social media, web and rankings data; production of outbound marketing messages, online content pieces, and marketing plans; assisting in promotional event organization - both traditional and digital; writing and designing marketing literature. The ability to communicate directly with clients and encourage trusting relationships, as well as preparing and delivering promotional presentations to sales executives makes this candidate a perfect part of the team!

At least two years of experience working in advertising and marketing related fields is a must. A BA in Marketing is also preferred. Must be well-organized, with the ability to multi-task and adhere to deadlines, and have excellent knowledge of MS office, Marketing software and online applications.

If this describes you, we'd love to have you join the number one radio group in Springfield, Missouri! SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

Job Type: Full-time

Pay: From \$15.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday

Ability to Commute/Relocate:

- Springfield, MO 65802 (Required)

Education:

- Bachelor's (Preferred)

Experience:

- Advertising/Marketing: 1 year (Preferred)

Work Location:

- One location

This Company Describes Its Culture as:

- Detail-oriented -- quality and precision-focused
- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative

Company's website:

- summitmediacorp.com

Company's Facebook page:

- <https://www.facebook.com/SummitMediaCorp>

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely:

- Yes, temporarily due to COVID-19

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Plastic shield at work stations
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

- Today

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Report job

[Marketing Assistant jobs in Springfield, MO](#)

[Jobs at SummitMedia in Springfield, MO](#)

[Marketing Assistant salaries in Springfield, MO](#)



cpridgen

Cancel

Sign In

Forgot your Username or Not Registered?

Job Summary

Marketing Assistant

SummitMedia

Occupation: Market Research Analysts and Marketing Specialists

Location: Springfield, MO - 65802 Positions available: 1

Job #: 12818980 Work At Home option: No

: Updated: 11/13/2020 Expires: 1/12/2021

Source: MoJobs Site: MoJobs Agency Job ID: 11.16.20 Marketing

Job Requirements

21

24



Job Properties



40



Job Description

Job Description

SummitMedia LLC-Springfield Radio Operations, (106.7-FM KRVI, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF) is looking for a zealous Marketing Assistant to support the Sales & Marketing Department in its primary and administrative duties.

This creative, organized and personable individual will be instrumental in the functionality and coordination of both inbound lead generation and outbound customer marketing, i.e., generation and analization of surveys, consumer rating reports, questionnaires, social media, web and rankings data; production of outbound marketing messages, online content pieces, and marketing plans; assisting in promotional event organization - both traditional and digital; writing and designing marketing literature. The ability to communicate directly with clients and encourage trusting relationships, as well as preparing and delivering promotional presentations to sales executives makes this candidate a perfect part of the team!

At least two years of experience working in advertising and marketing related fields is a must. A BA in Marketing is also preferred. Must be well-organized, with the ability to multi-task and adhere to deadlines, and have excellent knowledge of MS office, Marketing software and online applications. If this describes you, we'd love to have you join the number one radio group in Springfield, Missouri!

SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

Employer Research

Employer Research

SummitMedia

Is a Private Sector employer with 2 locations

Company Profile:

SummitMedia, LLC - Springfield Radio Operations is an integrated broadcasting, digital media, direct marketing and events company.

250-499 employees

**Connect with
SummitMedia**



Jobs from this Employer in Greene County
See all jobs from SummitMedia

Date	Job Title	Employer	Location	Salary	Source
9/16/2020 12:01:00 AM	Multi-Media Account Executive	SummitMedia	Springfield, MO		★

Location/Work Site Information

Location/Work Site Information

Address: 2330 W GRAND, Springfield, MO 65802

Work At Home option: No

Public Transportation Accessible: Yes

Accessible:

Location/Work Site: Radio and Television Broadcasting and Wireless Communications Equipment

Industry (NAICS): Manufacturing (334220)

Cost of Living: View cost of living information based on this location

Compensation and Hours

Compensation and Hours

Salary Range: Not Available DOE (Depends on Experience) **Other Benefits:** Not Available



Hours per Week:

40

Work Experience

Work Experience

Minimum Experience Required: 24 months

This section shows the minimum required work experience requested by employers on job openings advertised online for Market Research Analysts and Marketing Specialists in Greene County, MO on November 12, 2020 (Jobs De-duplication Level 2).

Experience	Job Openings	Percentage of Job Openings
1 Year to 2 Years	4	80.00%
2 Years to 5 Years	1	20.00%



Include Not Specified There were 3 job openings advertised online that did not specify a minimum experience requirement

Source: Online advertised jobs data

Education and Training

Education and Training

Minimum Education Level Required: 2 Years at College or a Technical or Vocational School

Required License/Certification: No

This section shows the minimum level of education requested by employers on job openings advertised online for Market Research Analysts and Marketing Specialists in Greene County, MO on November 12, 2020 (Jobs De-duplication Level 2).

Education Level	Job Openings	Percentage of Job Openings
No Minimum Education Requirement	1	20.00%
Associate's Degree	2	40.00%
Bachelor's Degree	2	40.00%

Include Not Specified There were 3 job openings advertised online that did not specify a minimum education requirement

Source: Online advertised jobs data

Skills Required

Skills Required

View this employer's job skill requirements

View Tools and Technology skills associated with this job.

View the typical workplace skills for Market Research Analysts and Marketing Specialists

View the personal skills that are typically associated with individuals that work as Market Research Analysts and Marketing Specialists

Other Skills

Other Skills

Special Software/Hardware skills needed: Yes

Other specific skills required: MS Office, Marketing computer software and online applications (CRM tools, Online analytics, Google Adwords, etc.)

Specialized Job Requirements

Specialized Job Requirements

Test Requirement: No test required - Background Checks, Reference Checks, Motor Vehicle Record Check

Driver's License Required: Yes, Operator License.

Occupation Information

Occupation Information

Occupation: Market Research Analysts and Marketing Specialists

Other Related Jobs: Not Available

Supply and Demand: Not Available

Other Employers: Not Available

This section shows the number of job openings advertised online in Greene County, MO for Market Research Analysts and Marketing Specialists and for the related occupational group of Business and Financial Operations Occupations on November 12, 2020 (Jobs De-duplication Level 2).

Occupation	Job Openings
Market Research Analysts and Marketing Specialists	8
Business and Financial Operations Occupations	159

◆ BRIGHT OUTLOOK NATIONALLY

Source: Online advertised jobs data

Personal Requirements

Personal Requirements

Knowledge:	View the knowledge typically needed by Market Research Analysts and Marketing Specialists
Abilities:	View the abilities typically needed by Market Research Analysts and Marketing Specialists
Work Styles:	View the personal characteristics that can affect how well Market Research Analysts and Marketing Specialists perform

Nature of the Work

Nature of the Work

Work Activities:	View typical work activities for Market Research Analysts and Marketing Specialists
Tasks:	View the specific tasks commonly performed by Market Research Analysts and Marketing Specialists
Working Conditions:	View the typical working conditions for Market Research Analysts and Marketing Specialists
Tools and Technology Skills:	View the tools and technology generally used by Market Research Analysts and Marketing Specialists
Occupational Videos:	View a short video about Market Research Analysts and Marketing Specialists

Share this Job



LinkedIn Search



Facebook Search



Twitter Search



Glassdoor Search

#4190822 Marketing Assistant

[Job Details \(/jobs/4190822\)](#) [Edit \(/jobs/4190822/edit\)](#) [Matches \(/jobs/4190822/matches\)](#) [Applicants \(/jobs/4190822/applicants\)](#)

Job [Preview job posting \(/jobs/4190822/edit?initial_page=4\)](#)

[Edit Details \(/jobs/4190822/edit\)](#)

[Expire Job](#)

[Duplicate job \(/jobs/4190822/duplicate?job_id=4190822\)](#)

Applicants

[Review 0 Applicants \(/jobs/4190822/applicants\)](#)

[View profiles and download application documents.](#)

School	Applications	Last Update	Status	Comments
Drury University	0	Approved 3 days ago	Approved	0
Evangel University	0	Approved 3 hours ago	Approved	0
Missouri State University	0	Approved 3 days ago	Approved	0

< 1 / 1 >



(employers/71558)

Marketing Assistant

SUMMITMEDIA LLC (employers/71558)

[Favorite Job](#)

About this Job

SummitMedia LLC-Springfield Radio Operations, (106.7-FM KRVI, Power 96.5-FM KSPW, 94.7-FM KTTT, and 104.1-FM KSGF) is looking for a zealous Marketing Assistant to support the Sales & Marketing Department in its primary and administrative duties.

This creative, organized and personable individual will be instrumental in the functionality and coordination of both in-bound lead generation and outbound customer marketing, i.e., generation and analysis of surveys, consumer rating reports, questionnaires, social media, web and rankings data; production of outbound marketing messages, online content pieces, and marketing plans; assisting in promotional event organization - both traditional and digital; writing and designing marketing literature. The ability to communicate directly with clients and encourage trusting relationships, as well as preparing and delivering promotional presentations to sales executives makes this candidate a perfect part of the team!

At least two years of experience working in advertising and marketing related fields is a must. A BA in Marketing is also preferred. Must be well-organized, with the ability to multi-task and adhere to deadlines, and have excellent knowledge of MS office, Marketing software and online applications. If this describes you, we'd love to have you join the number one radio group in Springfield, Missouri!

SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

"It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency."

Location

<https://app.joinhandshake.com/jobs/4190822>

Springfield, Missouri, United States

Compensation

TYPE

Paid

PAY RATE

Not Specified

DURATION

Permanent

Company Details

COMPANY SIZE

250 - 1,000 employees

INDUSTRY

Advertising, PR & Marketing Industry

COMPANY TYPE

Unknown

HEADQUARTERS

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

WEBSITE

<http://www.summitmediacorp.com/>

SOCIAL MEDIA

(No Facebook Listed)

(No Twitter Listed)

<https://www.linkedin.com/company/summitmedia-llc/about/>

Employer Preferences

ALLOWED SCHOOL YEARS

Graduating before December 2020

ALLOWED MAJORS

All Communication & Media Studies, Radio, Television, Media, Digital Communication, Advertising, Business Administration & Management, Marketing, Graphic Design, and Design & Applied Arts majors

WORK AUTHORIZATION REQUIREMENTS


US work authorization is required

Contact Information

CONTACTS

Chris Pridden

Attachments (/jobs/4190822/attachments)

New Attachment (/jobs/4190822/attachments/new)
Posted to 3 Schools
 3 approved postings ⌚ This job is live to students until December 31, 2020 at 12:00pm.
Target More Schools (/jobs/4190822/urls?initial_page=3)

Labels

No labels have been added.



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Marketing Asst.

Name of Department: G&A

Person Preparing This Report: Janelle Moffett

Location: Springfield

Date Prepared: 1/14/2021

Name/Title of Hiring Mgr: Janelle Moffett

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
11/23/20	Amanda Potter	Employee	1
12/8/20	Julie Gratton	Indeed	1
12/8/20	Alex Hanson	Indeed	1
12/8/20	Rebecca Wiley	Indeed	1
12/8/20	John Mccullough	Indeed	1
12/8/20	Carlye Schmickle	Indeed	1
12/24/20	Mallory Henak	Indeed	2

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

P	O	T	T	E	R	-	P	E	M	B	E	R	T	O	N	,	A	M	A	N	D	A		
LAST														FIRST				M						

2. DATE

23	11	2020
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Marketing Asst.

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) Melissa Companik
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Marketing Assistant **FULL-TIME PART-TIME:** Full-Time **DATE:** 1/14/2021

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia, LLC Website	0
2. MOJobs Website	0
3. Joinhandshake.com	0
4. Indeed.com	6
5. LinkedIn	0
6. Referral	1

DATE POSITION WAS FILLED: 1/14/2021

REFERRAL SOURCE OF APPLICANT HIRED: 4. Indeed.com

(<https://summitmediacorp.com>)

◀ JOB OPENINGS

Marketing Assistant - Springfield

SummitMedia LLC-Springfield Radio Operations, (106.7-FM KRVI, Power 96.5-FM KSPW, 94.7-FM KTTS, and 104.1-FM KSGF) is looking for a zealous Marketing Assistant to support the Sales & Marketing Department in its primary and administrative duties.

This creative, organized and personable individual will be instrumental in the functionality and coordination of both in-bound lead generation and outbound customer marketing, i.e., generation and analization of surveys, consumer rating reports, questionnaires, social media, web and rankings data; production of outbound marketing messages, online content pieces, and marketing plans; assisting in promotional event organization – both traditional and digital; writing and designing marketing literature. The ability to

communicate directly with clients and encourage trusting relationships, as well as preparing and delivering promotional presentations to sales executives makes this candidate a perfect part of the team!

At least two years of experience working in advertising and marketing related fields is a must. A BA in Marketing is also preferred. Must be well-organized, with the ability to multi-task and adhere to deadlines, and have excellent knowledge of MS office, Marketing software and online applications.

If this describes you, we'd love to have you join the number one radio group in Springfield, Missouri! SummitMedia is a dynamic radio & digital company, continually receiving local and national recognition in the industry while embracing a professional family atmosphere. We are committed to supporting our community and our team by a culture of Respect, Integrity, Customer Focus, and Fun!

Email Resume/Application to Janelle.Moffett@summitmediacorp.com

Position Closes: 12/16/2020

◀ RETURN

[ABOUT US \(HTTPS://SUMMITMEDIACORP.COM/ABOUT\)](https://summitmediacorp.com/about)

[OUR STATIONS \(HTTPS://SUMMITMEDIACORP.COM#STATIONS\)](https://summitmediacorp.com#stations)

[LISTEN ONLINE \(HTTPS://SUMMITMEDIACORP.COM#LISTEN_ONLINE\)](https://summitmediacorp.com#listen_online)

[CONTACT US \(HTTPS://SUMMITMEDIACORP.COM/CONTACT_US\)](https://summitmediacorp.com/contact_us)

[OUR DIGITAL ADVANTAGE \(HTTPS://SUMMITMEDIACORP.COM/OUR_DIGITAL_ADVANTAGE\)](https://summitmediacorp.com/our_digital_advantage)

[EMPLOYMENT \(HTTPS://SUMMITMEDIACORP.COM/EMPLOYMENT\)](https://summitmediacorp.com/employment)

[PRESS RELEASES \(HTTPS://SUMMITMEDIACORP.COM/PRESS\)](https://summitmediacorp.com/press)

[PRIVACY POLICY \(HTTPS://SUMMITMEDIACORP.COM/SECTION/PRIVACY-POLICY\)](https://summitmediacorp.com/section/privacy-policy)

[VISITOR AGREEMENT \(HTTPS://SUMMITMEDIACORP.COM/SECTION/VISITOR-AGREEMENT\)](https://summitmediacorp.com/section/visitor-agreement)

[OFFICIAL RULES \(HTTPS://SUMMITMEDIACORP.COM/SECTION/OFFICIAL-RULES\)](https://summitmediacorp.com/section/official-rules)

[EEO REPORT \(HTTPS://SUMMITMEDIACORP.COM/SECTION/EEO\)](https://summitmediacorp.com/section/eo)



**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment ^{Posts} Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.



EEO Manager

7/13/2021

Date file completed

SUMMITMEDIA Springfield

PERSONNEL REQUISITION POSITION APPROVAL

TO: Vice President - Finance

Date: May 17, 2021

From: Cristie Cummings, Corporate Director of Traffic

Dept: Traffic

Job Title of Open Position: Telecommute Traffic Coordinator

Date required: Full Time Part Time

Replacement

New Position Budgeted Yes No

Posting for internal board:

SummitMedia LLC is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

The Telecommute Traffic Coordinator works to ensure effective and efficient use of the Wide Orbit Traffic system; creates Daily Log Broadcasts; reconciles daily logs to check for any discrepancies; coordinates log and clock changes with the Programming department, GM and/or GSM as necessary; assists station departments with timing and scheduling of on-air elements. Tasks include order entry, commercial log editing, continuity and other duties as assigned by Traffic Manager.

Qualifications:

A High School degree is required. A working knowledge and understanding of radio with prior radio or television experience is preferred. Applicant must have at least two years of general office experience with an emphasis on using computer applications to store data, generate reports, and maintain a database. Knowledge of Wide Orbit software is a must. Excellent written and verbal communication skills, high work ethics and standards, advanced attention to detail, superb time efficiency and the ability to work well under pressure is required. Along with strong problem-solving abilities, you must be able to handle conflicts and find solutions with a positive go-getter attitude.

As a telecommuting position, you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions. You will ensure the protection of proprietary company information including, but not limited to: customer information, data, and reports generated must be kept confidential. This candidate will be responsible for costs associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space - SummitMedia will supply computer, keyboard, mouse and two monitors.

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally on the office bulletin boards and on our web site SummitMediacorp.com. If you need additional sources, please notify the Controller's office.

Department Head/Hiring Manager

Date: 5/18/21

Darryl Grondines

Date: 5/19/21

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit

- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

New Job

Jobs (/jobs) New Job (/jobs/new)

i Preview how your job content will look to students before you post it.



Telecommute Traffic Coordinator

SUMMITMEDIA LLC (/employers/71558)

(/employers/71558) Springfield, Missouri, United States
 Full-Time Job
 \$30,000 per year
 Advertising, PR & Marketing
 250 - 1,000 employees
 No on-campus interviews



Applications close on Jun 18

Apply

Job Description

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis

Cancel



Next

Save

Share Job



<https://www.joinhandshake.com/jobs/new/TelecommuteTrafficCoordinator?u=https://app.joinhandshake.com/jobs/new/TelecommuteTrafficCoordinator>

- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristle Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com (<mailto:careers.springfield@summitmediacorp.com>). No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of

About SUMMITMEDIA LLC

Headquarters

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website

www.summitmediacorp.com (<http://www.summitmediacorp.com/>)

Division

Springfield

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

"It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate

Cancel

Next

Save

[Jobs](#) [Candidates](#) [Messages](#) [Virtual Recruiting Assistant](#) ^{beta}

[Back to all jobs](#)

Telecommute Traffic Coordinator

SummitMedia LLC - Remote

[Sponsor this job](#)

Status: Open



Clicks

Gathering data...

Check back tomorrow to see how your job is performing.

10

5

0

Clicks this week ●

Details

Created: May 26, 2021

Views: 0

Curated Candidates: 0 total

Budget

Job budget: Not sponsored

Candidates

Curated Candidates

0

Total (excluding rejected)

0

0 Rejected

Job Description

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity

- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Job Type: Full-time

Pay: \$31,000.00 - \$41,000.00 per year

COVID-19 considerations:

Masking is required within the building.



Home



My Network



Jobs



Messages

You posted this job on May 26, 2021

Manage job post



Telecommute Traffic Coordinator

SummitMedia, LLC United States Remote 42 minutes ago 1 applicant

Apply now

Save

About the job

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio

Contact the job poster



Virginia Kelley
Business Manager at Summit...

PREMIUM

Send InMail

Job Details

Employment Type

Full-time



Messaging





reports, and maintain a database

- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristi Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

[See less](#) ^

Pay range unavailable

Salary information is not available at the moment.



Messaging





Featured benefits

Based on information provided by the employer

- Medical insurance
- Vision insurance
- Dental insurance
- 401(k)

Highlights



4 people at SummitMedia, LLC also studied at Drury University

About the company



SummitMedia, LLC

1,444 followers

Marketing & Advertising • 201-500 employees • 132 on LinkedIn

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing compelling local brands, powerful personalities and meaningful marketing

[See more](#)

Similar Jobs



Sales Coordinator

AdOutreach
Austin, TX



Be an early applicant

1 day ago • Apply easily



Payroll Coordinator

Power Home Remodeling
Philadelphia, PA



Be an early applicant

1 day ago

Strum

Seattle, WA

4 days ago • Apply easily



Messaging





Creative Circle
Seattle, WA

Be an early applicant

6 days ago

Advent Talent Group
Bloomington, MN

Be an early applicant

6 days ago · Apply easily

CUNEO

Account Coordinator
thomasarts
Utah, United States

Be an early applicant

2 days ago · Apply easily

Marketing Coordinator
Cuneo Advertising
Bloomington, MN

Be an early applicant

5 days ago



Marketing Coordinator
Movement Mortgage
Fort Mill, SC

Be an early applicant

5 days ago



Licensing Coordinator
Union Home Mortgage Corp.
 Strongsville, OH

Be an early applicant

5 days ago

[See more jobs like this](#)

Get ahead with Premium Career

Contact recruiters directly

See who's viewing your profile

Stand out as a featured applicant



Messaging





Looking for talent?

Post a job

LinkedIn

About

Accessibility

Talent Solutions



Questions?

Community Guidelines

Careers

Marketing Solutions

Visit our Help

Privacy & Terms

Ad Choices

Advertising



Manage your

Sales Solutions

Mobile

Small Business

and privacy

Safety Center

Go to your Settings

LinkedIn Corporation © 2021



Messaging



Telecommute Traffic Coordinator

POST DATE: MAY 20, 2021

CLOSING DATE: JULY 30, 2021

Company: SummitMedia

Location: telecommutin
position

Full Time

Overview:

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for



SECTION MENU

Careers

[Job Openings](#)

[Job Openings Submission Form](#)

[MBA Foundation Scholarship Program](#)

JOBS

[Industries](#)

[Digital](#)

[Radio](#)

[TV](#)

[Job Categories](#)

SALES & MANAGEMENT RESOURCES

ADMALL

[Advanced Selling Podcast](#)

[Center for Sales Strategy Blog](#)

[ClickZ CPM Calculator](#)

[ClickZ Knowledge Hub:](#)

[Attribution today](#)

[Coalition for better ads](#)

[eMarketer](#)

[Facebook Marketing FREE](#)

[Elearning Courses](#)

[Federal Trade Commission:](#)

[Online Advertising and](#)

[Marketing](#)

[Ghostery](#)

[Google Garage FREE Digital](#)

[Certification Programs](#)

[Guide to Diversity and Inclusion](#)

[in Modern Advertising](#)

[Interactive Advertising Bureau](#)

[Jacobs Media Blog](#)

maintaining a safe work environment in your home, free of hazards and distractions

- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to:
SummitMedia Springfield, MO
Attention: Cristie Cummings
2330 W Grand Street
Springfield, MO 65802

-or-

Email resume to
careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC:

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

[How to Apply](#)

[MarketingProfs University: Online Marketing Training from Industry Experts](#)
[Media Center Online](#)
[MOAT](#)
[MOZ SEO Learning Center](#)
[RAB](#)
[Tether: Interactive Programming Tool for Radio Stations](#)
[TopLine: Custom Digital Sales Presentation Tools For Radio](#)
[Vendasta Digital Sales Seminar](#)

INDUSTRY RESOURCES

[FCC EEO Requirements](#)
[Missouri Broadcast Educators Association](#)
[NAB](#)
[RAB](#)
[Radio-Locator.com](#)
[The Broadcasters Foundation of America](#)
[The National Alliance of State Broadcasters Associations](#)
[Thompson Coburn Internet Law](#)
[Twists & Turns Blog](#)
[TVB](#)
[TVfreedom.org](#)



People in Missouri rely on broadcasters for more than news and entertainment.

[LEARN MORE](#)

[Missouri Broadcasters](#)



Send us your radio recordings!

We'll archive them at the State Historical Society!

The mission of the Missouri Broadcasters Association is promoting the success and viability of Missouri's Broadcasters.



Missouri Broadcasters Association, 2005 Northcoast Drive, Jefferson City, MO 65109
Office: (572) 639-6092, Fax: (572) 639-8238

[MBA Privacy Policy and Media Disclaimer](#)

Telecommute Traffic Coordinator

By **Classified** - May 26, 2021

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Classified

[Click here](#) to subscribe to Radio Ink Daily Headlines - the top radio industry news delivered to your inbox each morning.

Edit Content Item - Telecommute Traffic Coordinator

Posted By

Displayed (SummitMedia, LLC

Publicly)

Content
Status

Pending Approval

Title

Telecommute Traffic Coordinator

Telecommute Traffic Coordinator Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions Positive go-getter attitude
- Strong problem-solving abilities Knowledge of Wide Orbit
- High work ethics and standards Advanced Attention to Detail
- Superb Time Efficiency Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not

Description

Job Summary

Between \$30k and

\$40k

Per Year

Position range in Missouri \$27k - \$55k Per Year

Telecommute Traffic Coordinator

SummitMedia

Occupation: Computer Operators

Location: Springfield, MO - 65802 Positions available: 1

Job #: 12890486

Updated: 5/20/2021 Expires: 7/19/2021

Source: MoJobs Site: MoJobs Agency Job ID: 05202021

Job Requirements

HS

24

Job Properties



40





Job Description

Job Description

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions

- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Employer Research

Employer Research

SummitMedia

Is a Private Sector employer with 2 locations

<http://www.summitmediacorp.com>

Company Profile:

SummitMedia, LLC - Springfield Radio Operations is an integrated broadcasting, digital media, direct marketing and events company.



250-499 employees

**Connect with
SummitMedia**



Jobs from this Employer
See all jobs from SummitMedia



Marketing Strategy Lead

★ SummitMedia - Springfield, MO

Marketing Strategy Lead ~~44400-46000~~ SummitMedia is looking for a skilled Marketing Strategy Lead that is passionate about driving results and generating growth for our clients. The ideal candidate naturally excels at relationship-building and earning people's trust. The Marketing Strategy Lead is essential to maximizing sales opportunities with new and existing clients through creative sales techniques and a well-rounded understanding of the marketplace. A Marketing Strategy Lead is viewed as the clients' trusted consultant and primary point of contact. As part of a collaborative, team approach, the Marketing Strategy Lead will work with others to develop a strategy consisting of media planning, creative design, research, content development, web administration, and



[View](#)

[Save](#)

[Share](#)

Location/Work Site Information

Location/Work Site Information

Compensation and Hours

Compensation and Hours

Salary Range: \$30,000.00 - \$40,000.00 Year DOE (Depends on Experience) 401K, Dental, Flexible Benefit Account, Holidays, Life Insurance, Medical, Sick Leave, Tuition Assistance, Vacation, Vision **Other Benefits:** Not Available **Full or Part Time:** Full Time (30 Hours or More) **Job Duration:** Over 150 Days **Type of Job:** Regular



Work Experience

Work Experience

Education and Training

Education and Training

Skills Required

Skills Required

[View this employer's job skill requirements](#)

[View typical Tools and Technology skills used by Computer Operators](#)

[View the typical workplace skills for Computer Operators](#)

[View the personal skills that are typically associated with individuals that work as Computer Operators](#)

Other Skills

Other Skills

Special Software/Hardware skills needed: Yes

Other specific skills required: Wide Orbit Traffic Software knowledge

Working knowledge and understanding of radio

Occupation Information

Occupation Information

Occupation: Computer Operators

Other Related Jobs: Not Available

Supply and Demand: Not Available

Other Employers: Not Available

This section shows the number of job openings and green jobs advertised online in Greene County, MO for Computer Operators and for the related occupational group of Office and Administrative Support Occupations on May 19, 2021 (Jobs De-duplication Level 2).

Occupation	Job Openings	Green Job Count
Computer Operators	0	0
Office and Administrative Support Occupations	613	7

Source: Online advertised jobs data

Career Ladder

Career Ladder

Personal Requirements

Personal Requirements

Knowledge: View the knowledge typically needed by Computer Operators

Abilities: View the abilities typically needed by Computer Operators

Work Styles: View the personal characteristics that can affect how well Computer Operators perform

Nature of the Work

Nature of the Work

Work Activities:

[View typical work activities for Computer Operators](#)

Tasks:

[View the specific tasks commonly performed by Computer Operators](#)

Working

[View the typical working conditions for Computer Operators](#)

Conditions:

Tools and

[View the tools and technology generally used by Computer Operators](#)

Technology Skills:

Occupational

[View a short video about Computer Operators](#)

Videos:

Share this Job

Facebook Share

Tweet This

Email

LinkedIn Search

[Search LinkedIn for SummitMedia](#)

Facebook Search

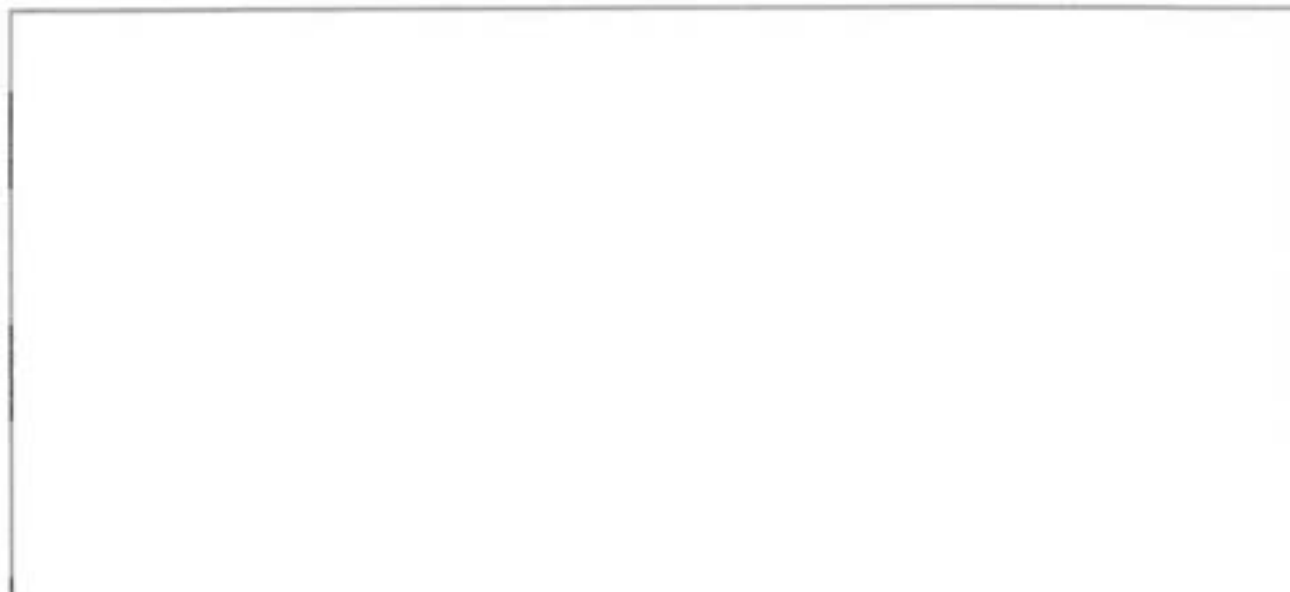
[Search Facebook for SummitMedia](#)

Twitter Search

[Search Twitter for SummitMedia](#)

Glassdoor Search

[Search Glassdoor for SummitMedia](#)



The Missouri Office of Workforce Development is a proud partner of the American Job Center network. Missouri Office of Workforce Development is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY User: 711 for Relay Missouri.

[Equal Opportunity](#) | [Accessibility](#) | [Privacy Policy](#) | [Governor Michael L. Parson](#) | [State Agencies](#) | [Online Services](#)



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.

Position Applied For: Telecommute Traffic Coordinator

Name of Department: Traffic

Person Preparing This Report: Cristie Cummings

Location: Corporate

Date Prepared: 7.6.21

Name/Title of Hiring Mgr: Cristie Cummings, Director of Traffic

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
6.10.21	Crystal Mills	Indeed	1.
6.10.21	Patrick Hollowell	Email	1.
6.10.21	Sherry Porterfield	Indeed	1.
6.10.21	Tiffany Smith	Indeed	1.
6.10.21	Paul Crow	Linkedin	1.
6.11.21	Kristen Robbins	Email	2.
6.11.21	September Archie	Indeed	1.
6.11.21	Tammera Barnes	Indeed	1.
6.11.21	Michelle Hagewood	Indeed	1.
6.11.21	Sharyn Mastel	Linkedin	1.
6.11.21	Katrina Trujillo	Indeed	1.
6.11.21	Stephanie Spady	Indeed	1.

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

R	O	B	B	I	N	S	,		K	R	I	S	T	E	N								
LAST								FIRST														M	

2. DATE

06	02	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER SummitMedia.corp.com _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

A	R	C	H	I	E	,	S	E	P	T	E	M	B	E	R												
LAST											FIRST											M					

2. DATE

05	31	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)___INDEED_____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

B	A	R	N	E	S	,	T	A	M	M	E	R	A													
LAST												FIRST										M				

2. DATE

05	27	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) INDEED _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission’s reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

H	A	G	E	W	O	O	D	,		M	I	C	H	E	L	L	E														
LAST										FIRST													M								

2. DATE

05	29	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) INDEED _____
- COMMUNITY ORGANIZATION _____
- OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

M	A	S	T	E	L	,	S	H	A	R	Y	N								
LAST											FIRST				M					

2. DATE

05	26	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

SCHOOL (NAME OF SCHOOL) _____

AGENCY (NAME OF AGENCY) _____

EMPLOYEE (NAME OF EMPLOYEE) _____

ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) LINKEDIN _____

COMMUNITY ORGANIZATION _____

via OTHER _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

S	P	A	D	Y	,	S	T	E	P	H	A	N	E																										
LAST														FIRST														M											

2. DATE

06	02	21
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL)_____
- AGENCY (NAME OF AGENCY)_____
- EMPLOYEE (NAME OF EMPLOYEE)_____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE)___INDEED_____
- COMMUNITY ORGANIZATION_____
- OTHER_____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Telecommute Traffic Coordinator **FULL-TIME PART-TIME:** Full-Time **DATE:** 7/13/2021

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia, LLC Website	2
2. MOJobs Website	0
3. Missouri Broadcasters	0
4. Joinhandshake.com	0
5. Indeed.com	8
6. LinkedIn	2
7. Springfield Chamber of Commerce	0
8. Radiolnk.com	0

DATE POSITION WAS FILLED: 7/6/21

REFERRAL SOURCE OF APPLICANT HIRED: SummitMedia LLC Website

(<http://summitmediacorp.com>)

◀ JOB OPENINGS

Telecommute Traffic Coordinator - Springfield

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system

- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure

- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO

Attention: Cristie Cummings

2330 W Grand Street

Springfield, MO 65802

or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Position Closes:



[ABOUT US \(HTTP://SUMMITMEDIACORP.COM/ABOUT\)](http://summitmediacorp.com/about)
[OUR STATIONS \(HTTP://SUMMITMEDIACORP.COM#STATIONS\)](http://summitmediacorp.com#stations)
[LISTEN ONLINE \(HTTP://SUMMITMEDIACORP.COM#LISTEN_ONLINE\)](http://summitmediacorp.com#listen_online)
[CONTACT US \(HTTP://SUMMITMEDIACORP.COM/CONTACT_US\)](http://summitmediacorp.com/contact_us)
[OUR DIGITAL ADVANTAGE \(HTTP://SUMMITMEDIACORP.COM/OUR_DIGITAL_ADVANTAGE\)](http://summitmediacorp.com/our_digital_advantage)
[EMPLOYMENT \(HTTP://SUMMITMEDIACORP.COM/EMPLOYMENT\)](http://summitmediacorp.com/employment)
[PRESS RELEASES \(HTTP://SUMMITMEDIACORP.COM/PRESS\)](http://summitmediacorp.com/press)
[PRIVACY POLICY \(HTTP://SUMMITMEDIACORP.COM/SECTION/PRIVACY-POLICY\)](http://summitmediacorp.com/section/privacy-policy)
[VISITOR AGREEMENT \(HTTP://SUMMITMEDIACORP.COM/SECTION/VISITOR-AGREEMENT\)](http://summitmediacorp.com/section/visitor-agreement)
[OFFICIAL RULES \(HTTP://SUMMITMEDIACORP.COM/SECTION/OFFICIAL-RULES\)](http://summitmediacorp.com/section/official-rules)
[EEO REPORT \(HTTP://SUMMITMEDIACORP.COM/SECTION/EEO\)](http://summitmediacorp.com/section/eo)

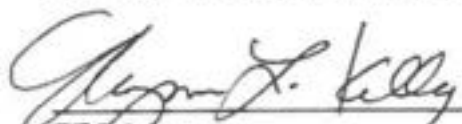


**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Posts, ~~Letters~~, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.



EEO Manager

9/15/21

Date file completed

SUMMITMEDIA Springfield

PERSONNEL REQUISITION POSITION APPROVAL

TO: Vice President - Finance

Date: August, 13, 2021

From: Cristie Cummings, Corporate Director of Traffic

Dept: Traffic

Job Title of Open Position: Telecommute Traffic Coordinator

Date required: Full Time Part Time

Replacement

New Position Budgeted Yes No

Posting for internal board:

SummitMedia LLC is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator

The Telecommute Traffic Coordinator works to ensure effective and efficient use of the Wide Orbit Traffic system; creates Daily Log Broadcasts; reconciles daily logs to check for any discrepancies; coordinates log and clock changes with the Programming department, GM and/or GSM as necessary; assists station departments with timing and scheduling of on-air elements. Tasks include order entry, commercial log editing, continuity and other duties as assigned by Traffic Manager.

Qualifications:

A High School degree is required. A working knowledge and understanding of radio with prior radio or television experience is preferred. Applicant must have at least two years of general office experience with an emphasis on using computer applications to store data, generate reports, and maintain a database. Knowledge of Wide Orbit software is a must. Excellent written and verbal communication skills, high work ethics and standards, advanced attention to detail, superb time efficiency and the ability to work well under pressure is required. Along with strong problem-solving abilities, you must be able to handle conflicts and find solutions with a positive go-getter attitude.

As a telecommuting position, you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions. You will ensure the protection of proprietary company information including, but not limited to: customer information, data, and reports generated must be kept confidential. This candidate will be responsible for costs associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space - SummitMedia will supply computer, keyboard, mouse and two monitors.

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

This job will be posted internally on the office bulletin boards and on our web site SummitMediacorp.com. If you need additional sources, please notify the Controller's office.

Department Head/Hiring Manager

Date:

8/13/21

Darryl Grondines

Date:

8/13/21

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit

- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Telecommute Traffic Coordinator – Remote

By **Classified** - August 22, 2021

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to careers.springfield@summitmediacorp.com.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified

Get the top Radio News delivered to your inbox each morning.

Sign Me Up!

X

Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Classified

[Click here](#) to subscribe to Radio Ink Daily Headlines - the top radio industry news delivered to your inbox each morning.



Get the top Radio News delivered to your inbox each morning.



Telecommute Traffic Coordinator

POST DATE: AUGUST 20, 2021

CLOSING DATE: SEPTEMBER 18, 2021

Company: [SummitMedia](#)

[Company Website](#)

Location: Springfield

Full Time

Overview:

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Additional Responsibilities:

- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Qualifications:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required,

SECTION MENU

Careers

[Job Openings](#)

[Job Openings Submission Form](#)

[MBA Foundation Scholarship Program](#)

JOBS

 [Industries](#)

[Digital](#)

[Radio](#)

[TV](#)

 [Job Categories](#)

SALES & MANAGEMENT RESOURCES

ADMALL

[Advanced Selling Podcast](#)

[Center for Sales Strategy Blog](#)

[ClickZ CPM Calculator](#)

[ClickZ Knowledge Hub:](#)

[Attribution today](#)

[Coalition for better ads](#)

[eMarketer](#)

[Facebook Marketing FREE](#)

[Elearning Courses](#)

[Federal Trade Commission:](#)

[Online Advertising and](#)

[Marketing](#)

[Ghostery](#)

[Google Garage FREE Digital](#)

[Certification Programs](#)

[Guide to Diversity and Inclusion](#)

[in Modern Advertising](#)

[Interactive Advertising Bureau](#)

[Jacobs Media Blog](#)

[MarketingProfs University:](#)

[Online Marketing Training from](#)

[Industry Experts](#)

[Media Center Online](#)

with an emphasis on using computer applications to store data, generate reports, and maintain a database

- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure

Please send your resume to:

SummitMedia Springfield, MO

Attention: Cristie Cummings

2330 W Grand Street

Springfield, MO 65802

-OR-

Email resume to

careers.springfield@summitmediacorp.com.

No phone calls please.

About SUMMITMEDIA LLC:

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

[How to Apply](#)

[MOAT](#)

[MOZ SEO Learning Center](#)

[RAB](#)

[Tether: Interactive](#)

[Programming Tool for Radio Stations](#)

[TopLine: Custom Digital Sales](#)

[Presentation Tools For Radio](#)

[Vendasta Digital Sales Seminar](#)

INDUSTRY RESOURCES

[FCC EEO Requirements](#)

[Missouri Broadcast Educators Association](#)

[NAB](#)

[RAB](#)

[Radio-Locator.com](#)

[The Broadcasters Foundation of America](#)

[The National Alliance of State Broadcasters Associations](#)

[Thomson Coburn Internet Law](#)

[Twists & Turns Blog](#)

[TVB](#)

[TVfreedom.org](#)



Missouri Broadcasters Association, 1025 Northeast Drive, Jefferson City, MO 65109

Office: (573) 636-6692, Fax: (573) 634-8258

[MBA Privacy Policy and Media Disclaimer](#)

Copyright © 2021 Missouri Broadcasters Association



Telecommute Traffic Coordinator

SummitMedia LLC

Remote

Remote

\$31,000 - \$41,000 a year - Full-time

Employer actively reviewed job 3 days ago

[Apply Now](#)

Job details

Salary

\$31,000 - \$41,000 a year

Job Type

Full-time

Number of hires for this role

1

Benefits

Pulled from the full job description

Disability insurance

Health insurance

Dental insurance

401(k)

Flexible spending account

Paid time off

Vision insurance

401(k) matching

Life insurance

Full Job Description

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system

- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Job Type: Full-time

Pay: \$31,000.00 - \$41,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations:

Masking is required within the building.

Application Question(s):

- Please indicate if you have experience in the radio industry and in using Wide Orbit Traffic software.

Work Location:

- Fully Remote

30+ days ago

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Report job

[Traffic Coordinator jobs in Remote](#)

[Jobs at SummitMedia in Remote](#)

[Traffic Coordinator salaries in Remote](#)

[Hiring Lab](#)

[Career Advice](#)

[Browse Jobs](#)

[Browse Companies](#)

[Salaries](#)

[Find Certifications](#)

[Indeed Events](#)

[Work at Indeed](#)

[Countries](#)

[About](#)

[Help Center](#)

© 2021 Indeed

[Do Not Sell My Personal Information](#)

[Accessibility at Indeed](#)

[Privacy Center](#)

[Cookies](#)

[Privacy](#)

Terms



Home



My Network



Jobs



Telecommute Traffic Coordinator

SummitMedia, LLC · United States

Active · Posted 2 months ago · \$265.50 spent · 49 views

[View applicants](#)[Close job](#)[Job Info](#)[Settings](#)

Job description



Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager
-

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a

Need more qualified candidates?

Our sales specialists can help

The team typically replies in minutes

[Start live chat](#)



- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Employment Type

Full-time

Show less ^

Screening question



Must-have qualifications

Need more qualified candidates?

Our sales specialists can help

The team typically replies in minutes

Start live chat





Home

My Network

Jobs

Spent

\$31.00 daily budget

\$500.00 total budget



Billing information ⓘ

[Payment method](#)

[Purchase history](#)

🔗 [Questions? Contact Support | Help Center](#)

Need more qualified candidates?

Our sales specialists can help

The team typically replies in minutes

[Start live chat](#)



Job Summary

Between \$30k and

\$40k

Per Year

Position range in Missouri \$27k - \$55k Per year

Telecommute Traffic Coordinator

SummitMedia

Occupation: Computer Operators

Location: Springfield, MO - 65802 Positions available: 1

Job #: 12931089

Updated: 8/19/2021 Expires: 10/18/2021

Source: MoJobs Site: MoJobs Agency Job ID: 05202021

Job Requirements

HS

24

Job Properties



40





Job Description

Job Description

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions

- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age, or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Employer Research

Employer Research

SummitMedia

Is a Private Sector employer with 2 locations

<http://www.summitmediacorp.com>

Company Profile:

SummitMedia, LLC - Springfield Radio Operations is an integrated broadcasting, digital media, direct marketing and events company.



250-499 employees

**Connect with
SummitMedia**



Jobs from this Employer

See all jobs from SummitMedia

Multi-Media Journalist

★ SummitMedia - Springfield, MO

KTTS News ~~part-time~~ Full-time MMJ Job Description KTTS News, part of SummitMedia-Springfield, has an immediate opening for a part-time news Multimedia Journalist (MMJ). KEY RESPONSIBILITIES: The individual will be responsible for enterprising, writing, and producing stories for broadcast, websites and social media. On-air responsibilities may include anchoring, voicing news stories, live breaking news, and severe weather coverage. Responsible for producing multimedia using Adobe Audition/Photoshop/Premiere, WordPress, and social media accounts. Must be able to work in studio, at scene of breaking news and remotely from home. Must be able to work mornings, evenings, and weekends, as well as handle on-call responsibilities. Working holidays is required.



[View](#)

[Save](#)

[Share](#)

Sales Coordinator

★ SummitMedia - Springfield, MO

Sales Coordinator--SUMMITMEDIA -- Springfield, MO is seeking a full-time Sales Coordinator. This position will be a part of the Springfield, MO sales team and will have the primary task of assisting the General Sales Manager and Springfield Sales team, including the National Sales Manager. Serving the largest and most loyal audience of



[View](#)

listeners and clients in Springfield, MO--the four-station group of Country 94.7 KTTS, Power 96.5, News Talk 104.1 KSGF, 106.7 The River -- offers the best training, resources, benefits, and support to its family of employees. The Springfield group strives to maintain the highest level of excellence while staying on the forefront of the most

Save
Share

Location/Work Site Information

Location/Work Site Information

Compensation and Hours

Compensation and Hours

Salary Range: \$30,000.00 - \$40,000.00 Year DOE (Depends on Experience) 401K, Dental, Flexible Benefit Account, Holidays, Life Insurance, Medical, Sick Leave, Tuition Assistance, Vacation, Vision **Other Benefits:** Not Available **Full or Part Time:** Full Time (30 Hours or More) **Job Duration:** Over 150 Days **Type of Job:** Regular



Work Experience

Work Experience

Minimum Experience Required: 24 months

This section shows the minimum required work experience requested by employers on job openings and green jobs advertised online for Office and Administrative Support Occupations (no data available for Computer Operators) in Greene County, MO on August 18, 2021 (Jobs De-duplication Level 2).

Include Not Specified There were 477 job openings advertised online that did not specify a minimum experience requirement

Experience	Job Openings	Green Job Count	Percentage of Green Jobs	Percentage of Job Openings	Percentage of Green Jobs
Entry Level	131	0	0.00%	32.43%	0.00%
Less than 1 year	27	5	33.33%	6.68%	100.00%
1 Year to 2 Years	220	0	0.00%	54.46%	0.00%
2 Years to 5 Years	24	0	0.00%	5.94%	0.00%
5 Years to 10 Years	1	0	0.00%	0.25%	0.00%
More than 10 Years	1	0	0.00%	0.25%	0.00%

Source: Online advertised jobs data

Education and Training

Education and Training

Minimum Education Level Required: High School Diploma or Equivalent

Required License/Certification: No

This section shows the minimum level of education requested by employers on job openings and green jobs advertised online for Office and Administrative Support Occupations (no data available for Computer Operators) in Greene County, MO on August 18, 2021 (Jobs De-duplication Level 2).

Include Not Specified There were 435 job openings advertised online that did not specify a minimum education requirement

Education Level	Job Openings	Green Job Count	Percentage of Green Jobs	Percentage of Job Openings	Percentage of Green Jobs
No Minimum Education Requirement	156	1	6.25%	34.98%	16.67%
High School Diploma or Equivalent	280	5	31.25%	62.78%	83.33%
Associate's Degree	2	0	0.00%	0.45%	0.00%
Bachelor's Degree	8	0	0.00%	1.79%	0.00%

Source: Online advertised jobs data

Skills Required

Skills Required

[View this employer's job skill requirements](#)

[View typical Tools and Technology skills used by Computer Operators](#)

[View the typical workplace skills for Computer Operators](#)

[View the personal skills that are typically associated with individuals that work as Computer Operators](#)

Other Skills

Other Skills

Special Software/Hardware skills needed: Yes

Other specific skills required: Wide Orbit Traffic Software knowledge

Working knowledge and understanding of radio

Occupation Information

Occupation Information

Occupation: Computer Operators

Other Related Jobs: Not Available

Supply and Demand: Not Available

Demand:

Other Employers: Not Available

This section shows the number of job openings and green jobs advertised online in Greene County, MO for Computer Operators and for the related occupational group of Office and Administrative Support Occupations on August 18, 2021 (Jobs De-duplication Level 2).

Occupation	Job Openings	Green Job Count
Computer Operators	0	0
Office and Administrative Support Occupations	881	10

Source: Online advertised jobs data

Career Ladder

Career Ladder

Personal Requirements

Personal Requirements

Knowledge:	View the knowledge typically needed by Computer Operators
Abilities:	View the abilities typically needed by Computer Operators
Work Styles:	View the personal characteristics that can affect how well Computer Operators perform

Nature of the Work

Nature of the Work

Work Activities:	View typical work activities for Computer Operators
Tasks:	View the specific tasks commonly performed by Computer Operators
Working Conditions:	View the typical working conditions for Computer Operators
Tools and Technology Skills:	View the tools and technology generally used by Computer Operators
Occupational Videos:	View a short video about Computer Operators

Share this Job

Facebook Share

Tweet This

Email

LinkedIn Search

Search LinkedIn for SummitMedia

Facebook Search

Search Facebook for SummitMedia

Twitter Search

Search Twitter for SummitMedia

Glassdoor Search

Search Glassdoor for SummitMedia



The Missouri Office of Workforce Development is a proud partner of the American Job Center network. Missouri Office of Workforce Development is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY User: 711 for Relay Missouri.

[Equal Opportunity](#) | [Accessibility](#) | [Privacy Policy](#) | [Governor Michael L. Parson](#) | [State Agencies](#) | [Online Services](#)

Telecommute Traffic Coordinator

i Preview how your job content will look to students before you update it.



Telecommute Traffic Coordinator

SUMMITMEDIA LLC (/employers/71558)

- (/employers/71558) 📍 Springfield, Missouri, United States
- 🕒 Full-Time Job
- 💰 \$30000.00 per year
- 🏢 Advertising, PR & Marketing
- 👥 250 - 1,000 employees
- 🚫 No on-campus interviews



Applications close on Sep 30 🕒

Apply



Job Description

Telecommute Traffic Coordinator

Overview

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or GSM as necessary
- Assist station departments with timing and scheduling of on-air elements.
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required with an emphasis

Cancel

◀ Next ▶

Share Job



<https://www.summitmedia.com/careers/telecommute-traffic-coordinator>
u=https://app.joinhandshake.com/jobs/4868831/edit

Delete

Save

- Excellent written and verbal communication skills required.
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, not unlimited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply: computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Cristie Cummings, 2330 W Grand Street, Springfield, MO 65802, or email resume to careers.springfield@summitmediacorp.com (<mailto:careers.springfield@summitmediacorp.com>). No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection,

About SUMMITMEDIA LLC

Headquarters

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of A...

Website

www.summitmediacorp.com (<http://www.summitmediacorp.com/>)

Division

Springfield

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

It is the policy of SummitMedia LLC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate

Cancel

Next

Delete

Save

Cancel

Next >

Delete

Save



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: Telecommute Traffic Coordinator

Name of Department: Traffic

Person Preparing This Report: Cristie Cummings

Location: Corporate

Date Prepared: 9/7/21

Name/Title of Hiring Mgr: Cristie Cummings, Director of Traffic

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
09/01/21	Erin Wadsworth	Indeed	2
09/01/21	Anne Ney	Indeed	1
09/01/21	Lisa Miller	Indeed	1
09/01/21	Christie Dunn	Website	1
09/01/21	Dylan Donnelly	Indeed	1
09/01/21	Tessa Kuroski	Website	1
09/01/21	Stacie Blakley	Indeed	1
09/02/21	Ray Elliott	Website	1
09/02/21	Lesley Schroeder	Linkedin	1
09/02/21	Nicole Redd	Website	1
09/02/21	Merry Jarnagin	Indeed	1
09/02/21	Tracey Embley	Indeed	1
09/02/21	Trevor Woodall	Linkedin	1

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

Wadsworth														
LAST			Erin										M	

2. DATE

09	01	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Indeed _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

LAST MILLER FIRST Lisa M

2. DATE

09 01 2021
DAY MONTH YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Indeed _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

Dunn				Christie												M
LAST				FIRST												M

2. DATE

09	01	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER company website



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

Donnelly Dylan M
LAST FIRST M

2. DATE

09 01 2024
DAY MONTH YEAR

3. POSITION APPLYING FOR:

TeleCommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Indeed _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

Kuroski				Tessa												M	
LAST												FIRST				M	

2. DATE

09	01	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER company website



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

Elliott				Ray												M
LAST												FIRST				M

2. DATE

09	02	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Tele Commute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Company website



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

Jarragin				Merry												M
LAST				FIRST												M

2. DATE

09	02	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecomunicate Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Indeed _____



INTERVIEWED APPLICANT REFERRAL SOURCE SHEET

Summit Media is an Equal Opportunity Employer and complies with all Federal and State employment laws. We seek your voluntary cooperation in completing this form to assist us in complying with the Federal Communications Commission's reporting requirements. This information will not be reviewed by managers making hiring decisions, and is not part of your employment file. Please print firmly and legibly.

1. NAME

Embrey					Tracy														
LAST					FIRST										M				

2. DATE

09	02	2021
DAY	MONTH	YEAR

3. POSITION APPLYING FOR:

Telecommute Traffic Coordinator

4. HOW WERE YOU REFERRED FOR EMPLOYMENT?

- SCHOOL (NAME OF SCHOOL) _____
- AGENCY (NAME OF AGENCY) _____
- EMPLOYEE (NAME OF EMPLOYEE) _____
- ADVERTISEMENT (NAME OF PUBLICATION/SOURCE) _____
- COMMUNITY ORGANIZATION _____
- OTHER Indeed _____



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: Telecommute Traffic Coordinator **FULL-TIME PART-TIME:** Full-Time **DATE:** 9/13/2021

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia, LLC Website	4
2. MOJobs Website	0
3. Joinhandshake.com	0
4. Indeed.com	7
5. LinkedIn	2
6. Springfield Chamber of Commerce	0
7. Radiolnk.com	0

DATE POSITION WAS FILLED: 9/7/21

REFERRAL SOURCE OF APPLICANT HIRED: Indeed

Re: Telecommute Traffic Coordinator

Kori White <Kori.White@summitmediacorp.com>

Fri 8/20/2021 4:42 PM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

SUMMIT MEDIA

← **JOB OPENINGS**

Telecommute Traffic Coordinator - Springfield

SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator.

Key activities:

- Ensure effective and efficient use of the Wide Orbit traffic system
- Create Daily Log Broadcasts
- Reconcile daily logs to check for any discrepancies to make good
- Coordinate log and clock changes with the Programming department, GM, and/or SGM as necessary
- Assist station departments with timing and scheduling of on-air elements
- Tasks include order entry, commercial log editing, continuity
- Other duties as assigned by manager

Qualifications for Remote Traffic Coordinator:

- High School degree required
- Working knowledge and understanding of radio
- Prior radio or television experience preferred
- At least two years of general office experience is required, with an emphasis on using computer applications to store data, generate reports, and maintain a database
- Excellent written and verbal communication skills required
- High intensity job requires a person who is detail oriented with high accuracy and ability to work under pressure
- Able to handle conflicts and find solutions
- Positive go-getter attitude
- Strong problem-solving abilities
- Knowledge of Wide Orbit
- High work ethics and standards
- Advanced Attention to Detail
- Superb Time Efficiency
- Ability to work well under pressure
- As a telecommuting position you will be responsible for maintaining a safe work environment in your home, free of hazards and distractions
- Must ensure the protection of proprietary company information including, but not limited to: customer information, data, reports generated must be kept confidential
- As a telecommuting position candidate you will be responsible for any cost associated with the setup of the employee's home office, such as furniture or lighting and any modifications to the home office space
- SummitMedia will supply computer, keyboard, mouse and two monitors

Please send your resume to SummitMedia Springfield, MO Attention: Corie Cummings, 2330 W Grand Street, Springfield, MO 65802; or email resume to corie.cummings@summitmediacorp.com. No phone calls please.

About SUMMITMEDIA LLC

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing, and events company focused on compelling local brands, powerful personalities, and meaningful marketing solutions.



From: Virginia Kelley <virginia.kelley@summitmediacorp.com>
Sent: Friday, August 20, 2021 4:35 PM
To: Kori White <Kori.White@summitmediacorp.com>
Subject: Re: Telecommute Traffic Coordinator

Virginia Kelley
Business Manager
SummitMedia LLC- Springfield/Omaha
virginia.kelley@summitmediacorp.com
Office: 417-447-1624

From: Kori White <Kori.White@summitmediacorp.com>
Sent: Friday, August 20, 2021 4:33 PM
To: Virginia Kelley <virginia.kelley@summitmediacorp.com>; Jenn Davis <jenn.davis@summitmediacorp.com>
Subject: RE: Telecommute Traffic Coordinator

Can you send me the job description for the summit site?

From: Virginia Kelley <virginia.kelley@summitmediacorp.com>
Sent: Friday, August 20, 2021 4:31 PM
To: Jenn Davis <jenn.davis@summitmediacorp.com>; Kori White <Kori.White@summitmediacorp.com>
Subject: Re: Telecommute Traffic Coordinator

Hi Jenn,

Just sending this again in case you missed it the first time!

Have a good weekend.

Virginia Kelley
Business Manager
SummitMedia LLC- Springfield/Omaha
virginia.kelley@summitmediacorp.com
Office: 417-447-1624

From: Virginia Kelley
Sent: Thursday, August 19, 2021 12:23 PM
To: Jenn Davis <jenn.davis@summitmediacorp.com>
Subject: Telecommute Traffic Coordinator

Hi Jenn,

I submitted the post for this position... it's exactly the same as the last time we posted (just hiring another one) in May. At that time you did the post for us on Radioink.com with a \$200 budget. Could you do that again, please?

Thank you... ps, let me know if you need my cc info for the post. Last time we used Keith's but this time, he said to use mine.

Virginia Kelley
Business Manager
SummitMedia LLC- Springfield/Omaha
virginia.kelley@summitmediacorp.com
Office: 417-447-1624

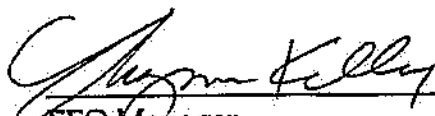


**EEO CHECKLIST
FOR
JOB RECRUITMENT FILE**

A job file should be created for each external job opening. The following items should be included (as applicable) in the job recruitment file and retained until the grant of the application covering the license term:

- Personnel Requisition Form
- Job Description/Job Posting
- Copies of dated General Recruitment Posts, Letters, Specific Job Opening Recruitment Letters (and follow-up letters) transmitted to sources
- Completed Interviewed Applicant Referral Source Sheets
- Completed Interviewed Applicants Tracking Log
- Completed Recruitment Sources Contact and Referral Log
- Copy of any newspaper advertisement (check for EOE/M/F clause) *N/A*
- Copy of SummitMedia website advertisement

NOTE: RESUMES RECEIVED FROM AND EMPLOYMENT APPLICATIONS COMPLETED BY ALL INTERVIEWED CANDIDATES MUST BE KEPT IN A FILE SEPARATE FROM THE JOB RECRUITMENT FILE.



EEO Manager

10/29/2021
Date file completed

SummitMedia Springfield

PERSONNEL REQUISITION POSITION APPROVAL

TO: Darryl Grondines Date: 9/21/21
From: Janelle Moffett Dept: Sales

Job Title of Open Position: General Sales Manager

Date required: _____ Full Time X Part Time _____

XX Replacement
 New Position Budgeted XX Yes _____ No

Posting for internal board:

RESPONSIBILITIES:

SummitMedia LLC, Springfield is looking for an inspirational, experienced, and accomplished **General Sales Manager** to lead and inspire our advertising sales efforts. You must have a passion for sales, promotions, digital media, broadcast & streaming audio, and innovation.

What You'll Do: The person in this role will influence the revenue growth of our highly regarded radio stations by increasing existing business and converting new business. They will also be responsible for pushing forward revenue of over the air, streaming, digital, social, event and promotions.

Primary Responsibilities:

- You must be a sales leader and have the skill and drive to motivate in today's changing (and semi-remote) environment, inspire a sales team to success and contribute innovative ideas to generate revenue
- Responsible for exceeding revenue objectives by impacting people (account executives and clients.)
- Hold sales team accountable to all priorities, managing through internal direct reporting relationships and peer groups to drive results
- Develop, refine, and maintain discipline on a focused overall sales strategy, with specific measurable tactics and actions that generate sales & revenue
- Coach and lead the sales team to success by leaning in, providing support and removing the obstacles that might exist
- Ability to lead and train sales team in evolving media trends- including but not limited to - digital audio, attribution, data, digital
- Develop and grow relationships with clients through both individual and joint meetings with Account Executives, and develop a deep understanding of their needs in the marketplace
- Leverage our data, scale and resources to guide sound management and operational decision-making across the sales organization
- Create sales (audio, digital, experiential, etc.) opportunities that align with client needs and demand
- Own financial metrics of the department, including pricing, inventory and expense management, weekly revenue, pacing and forecasting
- Monitor competition and trends in the market

Qualifications About You:

- Minimum 3+ years General Sales Manager experience in radio and/or digital.

- Must know how to motivate in today's changing environment, can manage inventory as well as people, and bring new ideas to generate revenue
- Must be goal-driven and creative, with the ability to multi-task in a fast-paced environment. Strong background in Strategic Account Management, sales training/leadership, pricing and budgeting required.
- A valid driver's license, satisfactory completion of a motor vehicle record check, and, if the position requires use of applicant's own vehicle, proof of insurance, is required

If interested in applying for this position, please forward a resume to **SummitMedia Springfield, Attention: Janelle Moffett, 2330 W Grand Springfield, MO 65802**, or forward electronically to janelle.moffett@summitmediacorp.com.

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Department Head/Hiring Manager Janelle Moffett Date: 9/21/21

VP/Finance (Signature) Date: _____
9/21/21

SummitMedia LLC, Springfield is looking for an inspirational, experienced, and accomplished **General Sales Manager** to lead and inspire our advertising sales efforts. You must have a passion for sales, promotions, digital media, broadcast & streaming audio, and innovation.

What You'll Do: The person in this role will influence the revenue growth of our highly regarded radio stations by increasing existing business and converting new business. They will also be responsible for pushing forward revenue of over the air, streaming, digital, social, event and promotions.

Primary Responsibilities:

- You must be a sales leader and have the skill and drive to motivate in today's changing (and semi-remote) environment, inspire a sales team to success and contribute innovative ideas to generate revenue
- Responsible for exceeding revenue objectives by impacting people (account executives and clients.)
- Hold sales team accountable to all priorities, managing through internal direct reporting relationships and peer groups to drive results
- Develop, refine, and maintain discipline on a focused overall sales strategy, with specific measurable tactics and actions that generate sales & revenue
- Coach and lead the sales team to success by leaning in, providing support and removing the obstacles that might exist
- Ability to lead and train sales team in evolving media trends- including but not limited to - digital audio, attribution, data, digital
- Develop and grow relationships with clients through both individual and joint meetings with Account Executives, and develop a deep understanding of their needs in the marketplace
- Leverage our data, scale and resources to guide sound management and operational decision-making across the sales organization
- Create sales (audio, digital, experiential, etc.) opportunities that align with client needs and demand
- Own financial metrics of the department, including pricing, inventory and expense management, weekly revenue, pacing and forecasting
- Monitor competition and trends in the market

Qualifications About You:

- Minimum 3+ years General Sales Manager experience in radio and/or digital.
- Must know how to motivate in today's changing environment, can manage inventory as well as people, and bring new ideas to generate revenue
- Must be goal-driven and creative, with the ability to multi-task in a fast-paced environment. Strong background in Strategic Account Management, sales training/leadership, pricing and budgeting required.
- A valid driver's license, satisfactory completion of a motor vehicle record check, and, if the position requires use of applicant's own vehicle, proof of insurance, is required

If interested in applying for this position, please forward a resume to **SummitMedia Springfield, Attention: Janelle Moffett, 2330 W Grand Street, Springfield, MO 65802**, or forward electronically to careers.springfield@summitmediacorp.com.

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

← [Jobs \(/jobs\)](#)

General Sales Manager

Job #5402005 • Created 9/23/2021 by Virginia Kelley • Expires 10/23/2021

[Edit \(/jobs/5402005/edit\)](#)

[More Actions ▾](#)

[Details \(/jobs/5402005\)](#)

[Schools \(/jobs/5402005/schools\)](#)

[Matches \(/jobs/540:](#)

Job Roles

[Edit](#)

Based on the text of your job description, we identified these Job Roles as most applicable. If you think they do not apply, you may edit them. Learn more (<https://support.joinhandshake.com/hc/en-us/articles/360033423494>)

[Sales Managers](#)

[Advertising Sales Agents](#)

Basic Information

Locations

Springfield, Missouri, United States

Compensation

Paid

Duration

Permanent

Job Description

[Edit \(/jobs/5402005/edit?initial_page=1\)](#)

SummitMedia LLC, Springfield is looking for an inspirational, experienced, and accomplished **General Sales Manager** to lead and inspire our advertising sales efforts. You must have a passion for sales, promotions, digital media, broadcast & streaming audio, and innovation.

What You'll Do: The person in this role will influence the revenue growth of our highly regarded radio stations by increasing existing business and converting new business. They will also be responsible for

pushing forward revenue of over the air, streaming, digital, social, event and promotions.

Primary Responsibilities:

- You must be a sales leader and have the skill and drive to motivate in today's changing (and semi-remote) environment, inspire a sales team to success and contribute innovative ideas to generate revenue
- Responsible for exceeding revenue objectives by impacting people (account executives and clients.)
- Hold sales team accountable to all priorities, managing through internal direct reporting relationships and peer groups to drive results
- Develop, refine, and maintain discipline on a focused overall sales strategy, with specific measurable tactics and actions that generate sales & revenue
- Coach and lead the sales team to success by leaning in, providing support and removing the obstacles that might exist
- Ability to lead and train sales team in evolving media trends- including but not limited to - digital audio, attribution, data, digital
- Develop and grow relationships with clients through both individual and joint meetings with Account Executives, and develop a deep understanding of their needs in the marketplace
- Leverage our data, scale and resources to guide sound management and operational decision-making across the sales organization
- Create sales (audio, digital, experiential, etc.) opportunities that align with client needs and demand
- Own financial metrics of the department, including pricing, inventory and expense management, weekly revenue, pacing and forecasting
- Monitor competition and trends in the market

Qualifications About You:

- Minimum 3+ years General Sales Manager experience in radio and/or digital.
- Must know how to motivate in today's changing environment, can manage inventory as well as people, and bring new ideas to generate revenue.
- Must be goal-driven and creative, with the ability to multi-task in a fast-paced environment. Strong background in Strategic Account Management, sales training/leadership, pricing and budgeting required.
- A valid driver's license, satisfactory completion of a motor vehicle record check, and, if the position requires use of applicant's own vehicle, proof of insurance, is required

If interested in applying for this position, please forward a resume to **SummitMedia Springfield, Attention: Janelle Moffett, 2330 W Grand Street, Springfield, MO 65802, or forward electronically to careers.springfield@summitmediacorp.com** (mailto:janelle.moffett@summitmediacorp.com).

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the

Preferences

Edit

[\(/jobs/5402005/edit?initial_page=2\)](/jobs/5402005/edit?initial_page=2)

Graduation Date

No Graduation Date set

School Years

No School Year preference set

Majors

No Major preference set

GPA

No GPA preference set

Work Authorization

US work authorization is required

Company Details

Industry

Advertising, PR & Marketing

Headquarters Location

2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America

Size

250 - 1,000 employees

Website

<http://www.summitmediacorp.com/>
(<http://www.summitmediacorp.com/>)

Social Media

<https://www.linkedin.com/company/summitmedia-llc/about/>
(<https://www.linkedin.com/company/summitmedia-llc/about/>)
<https://www.facebook.com/SummitMediaCorp>
(<https://www.facebook.com/SummitMediaCorp>)

On Campus Interviews

You have no on-campus interviews scheduled for this job.

Attachments

No attachments yet

[New Attachment \(/jobs/5402005/attachments/new\)](/jobs/5402005/attachments/new)

Labels

Add label

Create new label

Notes

View and add notes

Tracking Code

No tracking code added

Applicant Package Recipients

Will be listed as "Contacts" for Universities

Virginia Kelley

[Jobs](#) [Candidates](#) [Messages](#) [Virtual Recruiting Assistant](#) ^{beta}

[Post a job](#)

[← Back to all jobs](#)

[Edit job](#)

General Sales Manager

SummitMedia LLC - Springfield, MO

[Sponsor this job](#)

Status: **Open** ▼

Clicks

Gathering data...

Check back tomorrow to see how your job is performing.

10

5

0

Clicks this week 1

[Sponsor job for more clicks](#)

[Improve job description](#)

Details

Created: September 23, 2021

Views: 0

Candidates: [0 total](#)

[Add a candidate](#)

[Find candidates](#)

Budget

Job budget: Not sponsored

[Sponsor job](#)

Candidates

Awaiting Review

0

Total (excluding rejected)

0

0 Rejected

1 Discover your top applicants faster by sending a free assessment

Get a more complete picture of each candidate by being able to view and compare their assessment score results when you turn on the assessment of your choice.

[Choose Assessment](#)

Job description

SummitMedia LLC, Springfield is looking for an inspirational, experienced, and accomplished **General Sales Manager** to lead and inspire our advertising sales efforts. You must have a passion for sales, promotions, digital media, broadcast & streaming audio, and innovation.

What You'll Do: The person in this role will influence the revenue growth of our highly regarded radio stations by increasing existing business and converting new business. They will also be responsible for pushing forward revenue of over the air, streaming, digital, social, event and promotions.

Primary Responsibilities:

- You must be a sales leader and have the skill and drive to motivate in today's changing (and semi-remote) environment, inspire a sales team to success and contribute innovative ideas to generate revenue
- Responsible for exceeding revenue objectives by impacting people (account executives and clients.)
- Hold sales team accountable to all priorities, managing through internal direct reporting relationships and peer groups to drive results
- Develop, refine, and maintain discipline on a focused overall sales strategy, with specific measurable tactics and actions that generate sales & revenue
- Coach and lead the sales team to success by leaning in, providing support and removing the obstacles that might exist.
- Ability to lead and train sales team in evolving media trends- including but not limited to
 - digital audio, attribution, data, digital
- Develop and grow relationships with clients through both individual and joint meetings with Account Executives, and develop a deep understanding of their needs in the marketplace
- Leverage our data, scale and resources to guide sound management and operational decision-making across the sales organization
- Create sales (audio, digital, experiential, etc.) opportunities that align with client needs and demand
- Own financial metrics of the department, including pricing, inventory and expense management, weekly revenue, pacing and forecasting
- Monitor competition and trends in the market.

Qualifications About You:

- Minimum 3+ years General Sales Manager experience in radio and/or digital.
- Must know how to motivate in today's changing environment, can manage inventory as well as people, and bring new ideas to generate revenue
- Must be goal-driven and creative, with the ability to multi-task in a fast-paced environment. Strong background in Strategic Account Management, sales training/leadership, pricing and budgeting required.
- A valid driver's license, satisfactory completion of a motor vehicle record check, and, if the position requires use of applicant's own vehicle, proof of insurance, is required

If interested in applying for this position, please forward a resume to **SummitMedia Springfield, Attention: Janelle Moffett, 2330 W Grand Street, Springfield, MO 65802.**

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Job Type: Full-time

Pay: Up to \$100,000.00 per year

COVID-19 considerations:

All customers must wear a mask., all employees must wear masks when outside their work area/office or when gathered with others inside the building.



Home



My Network



Jobs



Messaging



Notifi

You posted this job on September 27, 2021

Manage job post



General Sales Manager

SummitMedia, LLC · Springfield, MO (On-site)

Full-time

201-500 employees

9 connections · 5 school alumni

See recent hiring trends for SummitMedia, LLC. [Try Premium for free](#)

Actively recruiting

No longer accepting applications

About the job

SummitMedia LLC, Springfield is looking for an inspirational, experienced, and accomplished **General Sales Manager** to lead and inspire our advertising sales efforts. You must have a passion for sales, promotions, digital media, broadcast & streaming audio, and innovation.

What You'll Do: The person in this role will influence the revenue growth of our highly regarded radio stations by increasing existing business and converting new business. They will also be responsible for pushing forward revenue of over the air, streaming, digital, social, event and promotions.

Primary Responsibilities:

- You must be a sales leader and have the skill and drive to motivate in today's changing (and semi-remote) environment, inspire a sales team to success and contribute innovative ideas to generate revenue
- Responsible for exceeding revenue objectives by impacting people (account executives and clients.)
- Hold sales team accountable to all priorities, managing through internal direct reporting relationships and peer groups to drive results
- Develop, refine, and maintain discipline on a focused overall sales strategy, with specific measurable tactics and actions that generate sales & revenue
- Coach and lead the sales team to success by leaning in, providing

Contact the job poster



Virginia Kelley
Business Manager at Summit...

PREMIUM

[Send InMail](#)

[Home](#)[My Network](#)[Jobs](#)[Messaging](#)[Notific](#)

- Develop and grow relationships with clients through both individual and joint meetings with Account Executives, and develop a deep understanding of their needs in the marketplace
- Leverage our data, scale and resources to guide sound management and operational decision-making across the sales organization
- Create sales (audio, digital, experiential, etc.) opportunities that align with client needs and demand
- Own financial metrics of the department, including pricing, inventory and expense management, weekly revenue, pacing and forecasting
- Monitor competition and trends in the market

Qualifications About You:

- Minimum 3+ years General Sales Manager experience in radio and/or digital.
- Must know how to motivate in today's changing environment, can manage inventory as well as people, and bring new ideas to generate revenue
- Must be goal-driven and creative, with the ability to multi-task in a fast-paced environment. Strong background in Strategic Account Management, sales training/leadership, pricing and budgeting required.
- A valid driver's license, satisfactory completion of a motor vehicle record check, and, if the position requires use of applicant's own vehicle, proof of insurance, is required

If interested in applying for this position, please forward a resume to SummitMedia Springfield, Attention: Janelle Moffett, 2330 W Grand Street, Springfield, MO 65802, or forward electronically to careers.springfield@summitmediacorp.com.

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

[See less ^](#)**Pay range unavailable**

Salary information is not available at the moment.

Are you interested in salary information for this job? [Yes](#) / [No](#)



SummitMedia, LLC
1,583 followers

✓ Following

Marketing & Advertising • 201-500 employees • 135 on LinkedIn

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

[See more](#)

Set alert for similar jobs

General Sales Manager, Springfield, MO

Set alert

Get ahead with Premium Career

Contact recruiters directly



Stand out as a featured applicant

Try Free for 1 Month

Looking for talent?

[Post a job](#)



About

Community Guidelines

Privacy & Terms

Sales Solutions

Safety Center

Accessibility

Careers

Ad Choices

Mobile

Talent Solutions

Marketing Solutions

Advertising

Small Business

Questions?
Visit our Help Center.

Manage your account and privacy
Go to your Settings.

Select Language

English (English)

General Sales Manager

POST DATE: SEPTEMBER 23, 2021

CLOSING DATE: OCTOBER 23, 2021

Company: SummitMedia

[Company Website](#)

Location: Springfield, MO

Full Time

SummitMedia LLC, Springfield is looking for an inspirational, experienced, and accomplished General Sales Manager to lead and inspire our advertising sales efforts. You must have a passion for sales, promotions, digital media, broadcast & streaming audio, and innovation.

What You'll Do: The person in this role will influence the revenue growth of our highly regarded radio stations by increasing existing business and converting new business. They will also be responsible for pushing forward revenue of over the air, streaming, digital, social, event and promotions.

Primary Responsibilities:

- You must be a sales leader and have the skill and drive to motivate in today's changing (and semi-remote) environment, inspire a sales team to success and contribute innovative ideas to generate revenue
- Responsible for exceeding revenue objectives by impacting people (account executives and clients.)
- Hold sales team accountable to all priorities, managing through internal direct reporting relationships and peer groups to drive results
- Develop, refine, and maintain discipline on a focused overall sales strategy, with specific measurable tactics and actions that generate sales & revenue
- Coach and lead the sales team to success by leaning in, providing support and removing the obstacles that might exist
- Ability to lead and train sales team in evolving media trends- including but not limited to – digital audio, attribution, data, digital
- Develop and grow relationships with clients through both individual and joint meetings with Account Executives, and develop a deep understanding of their needs in the marketplace
- Leverage our data, scale and resources to guide sound management and operational decision-making across the sales organization
- Create sales (audio, digital, experiential, etc.) opportunities that align with client needs and demand
- Own financial metrics of the department, including pricing, inventory and expense management, weekly revenue, pacing and forecasting
- Monitor competition and trends in the market

SECTION MENU

[Careers](#)

[Job Openings](#)

[Job Openings Submission](#)

[Form](#)

[MBA Foundation Scholarship](#)

[Program](#)

JOBS

[Industries](#)

[Digital](#)

[Radio](#)

[TV](#)

[Job Categories](#)

SALES & MANAGEMENT RESOURCES

[ADMALL](#)

[Advanced Selling Podcast](#)

[Center for Sales Strategy Blog](#)

[ClickZ CPM Calculator](#)

[ClickZ Knowledge Hub:](#)

[Attribution today](#)

[Coalition for better ads](#)

[eMarketer](#)

[Facebook Marketing FREE](#)

[Elearning Courses](#)

[Federal Trade Commission:](#)

[Online Advertising and](#)

[Marketing](#)

[Ghostery](#)

[Google Garage FREE Digital](#)

[Certification Programs](#)

[Guide to Diversity and Inclusion](#)

[in Modern Advertising](#)

[Interactive Advertising Bureau](#)

[Jacobs Media Blog](#)

[MarketingProfs University:](#)

[Online Marketing Training from](#)

[Industry Experts](#)

[Media Center Online](#)

Qualifications About You:

- Minimum 3+ year's General Sales Manager experience in radio and/or digital.
- Must know how to motivate in today's changing environment, can manage inventory as well as people, and bring new ideas to generate revenue
- Must be goal-driven and creative, with the ability to multi-task in a fast-paced environment. Strong background in Strategic Account Management, sales training/leadership, pricing and budgeting required.
- A valid driver's license, satisfactory completion of a motor vehicle record check, and, if the position requires use of applicant's own vehicle, proof of insurance, is required

If interested in applying for this position, please forward a resume to SummitMedia Springfield, Attention: Janelle Moffett, 2330 W Grand Street, Springfield, MO 65802, or forward electronically to careers.springfield@summitmediacorp.com.

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

How to Apply

[MOAT](#)

[MOZ SEO Learning Center](#)

[RAB](#)

[Tether: Interactive](#)

[Programming Tool for Radio Stations](#)

[TopLine: Custom Digital Sales](#)

[Presentation Tools For Radio](#)

[Vendasta Digital Sales Seminar](#)

INDUSTRY RESOURCES

[FCC EEO Requirements](#)

[Missouri Broadcast Educators Association](#)

[NAB](#)

[RAB](#)

[Radio-Locator.com](#)

[The Broadcasters Foundation of America](#)

[The National Alliance of State Broadcasters Associations](#)

[Thompson Coburn Internet Law](#)

[Twists & Turns Blog](#)

[TVB](#)

[TVfreedom.org](#)



[www.missouribroadcasters.org](#)

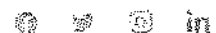
People in Missouri rely on broadcasters for more than news and entertainment.

[LEARN MORE](#)
Why Are Broadcasters?

MBA Missouri Broadcasters Association

Send us your radio recordings!
We'll archive them at the State Historical Society!

The mission of the Missouri Broadcasters Association is to promote the highest quality and most diverse programming to Missouri's Broadcasters.



Missouri Broadcasters Association | 1025 Northland Lane | Jefferson City, MO 64509
Office: 877-646-4662 | Fax: 877-646-4662

[MBA Privacy Policy and Media Disclaimer](#)

Copyright © 2011 Missouri Broadcasters Association

Job Summary

Position range in Missouri:

\$76k - \$166k

Per year

General Sales Manager

SummitMedia

Occupation: Sales Managers

Location: Springfield, MO - 65802 Positions available: 1

Job #: 12947575

Updated: 9/23/2021 Expires: 10/25/2021

Source: MoJobs Site: MoJobs

Job Requirements

BD

36



Job Properties





Job Description

Job Description

SummitMedia LLC, Springfield is looking for an inspirational, experienced, and accomplished **General Sales Manager** to lead and inspire our advertising sales efforts. You must have a passion for sales, promotions, digital media, broadcast & streaming audio, and innovation.

What You'll Do: The person in this role will influence the revenue growth of our highly regarded radio stations by increasing existing business and converting new business. They will also be responsible for pushing forward revenue of over the air, streaming, digital, social, event and promotions.

Primary Responsibilities:

You must be a sales leader and have the skill and drive to motivate in today's changing (and semi-remote) environment, inspire a sales team to success and contribute innovative ideas to generate revenue
Responsible for exceeding revenue objectives by impacting people (account executives and clients.)
Hold sales team accountable to all priorities, managing through internal direct reporting relationships and peer groups to drive results
Develop, refine, and maintain discipline on a focused overall sales strategy, with specific measurable tactics and actions that generate sales & revenue
Coach and lead the sales team to success by leaning in, providing support and removing the obstacles that might exist
Ability to lead and train sales team in evolving media trends- including but not limited to - digital audio, attribution, data, digital
Develop and grow relationships with clients through both individual and joint meetings with Account Executives, and develop a deep understanding of their needs in the marketplace
Leverage our data, scale and resources to guide sound management and operational decision-making across the sales organization
Create sales (audio, digital, experiential, etc.) opportunities that align with client needs and demand
Own financial metrics of the department, including pricing, inventory and expense management, weekly revenue, pacing and forecasting
Monitor competition and trends in the market

Qualifications About You:

Minimum 3+ years General Sales Manager experience in radio and/or digital.
Must know how to motivate in today's changing environment, can manage inventory as well as people, and bring new ideas to generate revenue
Must be goal-driven and creative, with the ability to multi-task in a fast-paced environment. Strong background in Strategic Account Management, sales training/leadership, pricing and budgeting required.
A valid driver's license, satisfactory completion of a motor vehicle record check, and, if the position requires use of applicant's own vehicle, proof of insurance, is required

If interested in applying for this position, please forward a resume to **SummitMedia Springfield, Attention: Janelle Moffett,**

2330 W Grand Street, Springfield, MO 65802, or forward electronically to careers.springfield@summitmediacorp.com.

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Employer Research

Employer Research

SummitMedia

Is a Private Sector employer with 2 locations

<http://www.summitmediacorp.com>

Company Profile:

SummitMedia, LLC - Springfield Radio Operations is an integrated broadcasting, digital media, direct marketing and events company.



250-499 employees

Connect with
SummitMedia



Jobs from this Employer

Telecommute Traffic Coordinator

SummitMedia - Springfield, MO

Telecommute Traffic Coordinator [View](#) SummitMedia is looking for a skilled Telecommute Traffic Coordinator. The traffic coordinator acts as a liaison between different areas in our radio cluster and company remotely. A traffic coordinator will use the station's traffic system to accurately schedule commercials as purchased by advertisers, and other on-air announcements as required by station management. Individuals who excel at troubleshooting problems, managing schedules, and coordinating multiple activities at the same time are well suited for a position as a traffic coordinator. Key activities: Ensure effective and efficient use of the Wide Orbit traffic system Create Daily Log Broadcasts Reconcile daily logs to check for any discrepancies to make good Coordinate

[View](#)

[Save](#)

[Share](#)

[See all jobs from SummitMedia](#)

[Location/Work Site Information](#)

Location/Work Site Information

Address: 2330 W GRAND, Springfield, MO 65802

Work At Home
option:

No

Public

Yes

Transportation
Accessible:

Location/Work Site
Industry (NAICS):

Radio and Television Broadcasting and Wireless Communications
Equipment Manufacturing (334220)

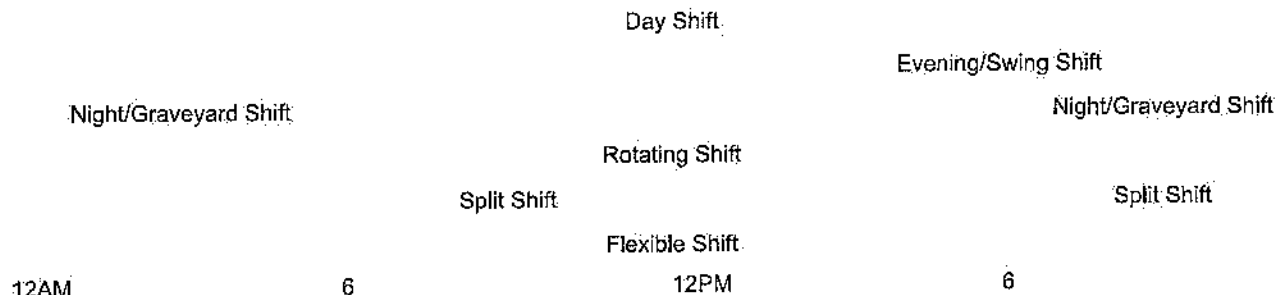
Cost of Living:

[View cost of living information based on this location](#)

Compensation and Hours

Compensation and Hours

Salary Range: Not Available DOE (Depends on Experience) 401K, Dental, Flexible Benefit Account, Holidays, Life Insurance, Medical, Sick Leave, Vacation, Vision **Other Benefits:** Not Available
Full or Part Time: Full Time (30 Hours or More) **Job Duration:** Over 150 Days **Type of Job:** Regular



Hours per Week:

8

Work Experience

Work Experience

Minimum Experience Required: 36 months

Education and Training

Education and Training

Minimum Education Level Required: Bachelor's Degree

Required License/Certification: No

Skills Required

View this employer's job skill requirements

View typical Tools and Technology skills used by Sales Managers

View the typical workplace skills for Sales Managers

View the personal skills that are typically associated with individuals that work as Sales Managers

Other Skills

Other Skills

Special Software/Hardware skills needed: No

Specialized Job Requirements

Specialized Job Requirements

Test Requirement: No test required - Background Checks, Motor Vehicle Record Check

Driver's License Required: Yes, Operator License.

Occupation Information

Occupation Information

Occupation: Sales Managers

Other Related Jobs: Not Available

Supply and Demand: Not Available

Other Employers: Not Available

This section shows the number of job openings and green jobs advertised online in Greene County, MO for Sales Managers and for the related occupational group of Management Occupations on September 22, 2021 (Jobs De-duplication Level 2).

Occupation	Job Openings	Green Job Count
Sales Managers	28	0
Management Occupations	515	10

Source: Online advertised jobs data

Career Ladder

Career Ladder

Personal Requirements

Personal Requirements

- Knowledge: View the knowledge typically needed by Sales Managers
- Abilities: View the abilities typically needed by Sales Managers
- Work Styles: View the personal characteristics that can affect how well Sales Managers perform

Nature of the Work

Nature of the Work

Work Activities:	View typical work activities for Sales Managers
Tasks:	View the specific tasks commonly performed by Sales Managers
Working Conditions:	View the typical working conditions for Sales Managers
Tools and Technology Skills:	View the tools and technology generally used by Sales Managers
Occupational Videos:	<u>View a short video about Sales Managers</u>

Share this Job



LinkedIn Search

[Search LinkedIn for SummitMedia](#)

Facebook Search

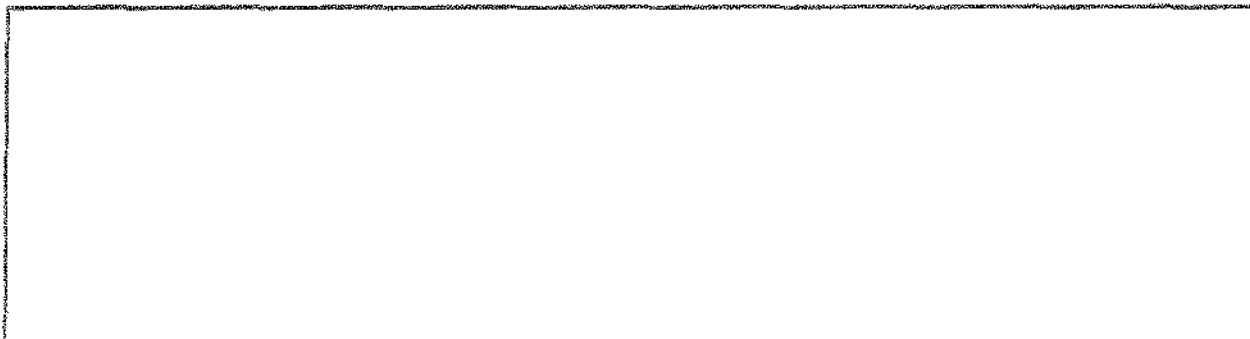
[Search Facebook for SummitMedia](#)

Twitter Search

[Search Twitter for SummitMedia](#)

Glassdoor Search

[Search Glassdoor for SummitMedia](#)



The Missouri Office of Workforce Development is a proud partner of the American Job Center network. Missouri Office of Workforce Development is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY User: 711 for Relay Missouri.

[Equal Opportunity](#) | [Accessibility](#) | [Privacy Policy](#) | [Governor Michael L. Parson](#) | [State Agencies](#) | [Online Services](#)



INTERVIEWED APPLICANTS TRACKING LOG

Please read: Use this form to record all applicants interviewed for a position in your organization, (via telephone or in person). Identify all applicants by name, referral source and disposition of the candidate's application. This form should be maintained in the Job Recruitment File. **This data is for purposes if tracking the pool of interviewed applicants as required by the Federal Communications Commission and must be kept in a confidential file separate from resumes and employment applications. It must not be used in any employment-related decision. Please be sure to have all candidates interviewed complete and sign an employment application as well as an Interviewed Applicant Referral Source Sheet.**

Position Applied For: General Sales Manager

Name of Department: Sales

Person Preparing This Report: John Walker

Location: Springfield

Date Prepared: 10/29/2021

Name/Title of Hiring Mgr: John Walker

DATE	NAME OF APPLICANT	REFERRED BY	DISPOSITION**
9/28/21	Paul Windisch	Janelle Moffett	2
10/4/21	Paul Brayfield	Recruiter	1
10/1/21	Derek Falter	Recruiter	1

**** DISPOSITION**

1. Interviewed, no offer
2. Interviewed, offer extended, and hired
3. Interviewed, offer extended, but rejected



RECRUITMENT SOURCES CONTACT AND REFERRAL LOG

PLEASE READ: Use this form to record all recruitment sources contacted, the number of applicants interviewed for the job produced by each source, the date the position was filled and the source of the person hired.

Attach a list of all sources contacted for this position regardless of whether they produced any interviewed applicants. Separately identify any organizations which requested notification in accordance with FCC rules. Include for each organization the name, address, contact person, and telephone number.

List in the spaces below, those sources which referred interviewed applicants, the number referred per source, the date the position was filled and the source which referred the person hired. Include all organization contacted with the respect to the vacancy, employee suggestions, and other means of recruiting applicants for this position, including walk-ins.

JOB TITLE: General Sales Manager **FULL-TIME PART-TIME:** Full-Time **DATE:** 10/29/2021

RECRUITMENT SOURCES

NUMBER OF REFERRED APPLICANTS INTERVIEWED

1. SummitMedia, LLC Website	0
2. JoinHandshake.com	0
3. Internal Referrals	1
4. Indeed	0
5. Missouri Broadcasters Association	0
6. Missouri Career Center	0
7. LinkedIn	0
8. Recruiter/headhunter	2

DATE POSITION WAS FILLED: 10/26/21

REFERRAL SOURCE OF APPLICANT HIRED: Employee Referral

SUMMIT MEDIA

← JOB OPENINGS

General Sales Manager-Springfield

SummitMedia LLC, Springfield is looking for an inspirational, experienced, and accomplished General Sales Manager to lead and inspire our advertising sales efforts. You must have a passion for sales, promotions, digital media, broadcast & streaming audio, and innovation.

What You'll Do: The person in this role will influence the revenue growth of our highly regarded radio stations by increasing existing business and converting new business. They will also be responsible for pushing forward revenue of over the air, streaming, digital, social, event and promotions.

Primary Responsibilities:

- You must be a sales leader and have the skill and drive to motivate in today's changing (and semi-remote) environment, inspire a sales team to success and contribute innovative ideas to generate revenue
- Responsible for exceeding revenue objectives by impacting people (account executives and clients.)
- Hold sales team accountable to all priorities, managing through internal direct reporting relationships and peer groups to drive results
- Develop, refine, and maintain discipline on a focused overall sales strategy, with specific measurable tactics and actions that generate sales & revenue
- Coach and lead the sales team to success by leaning in, providing support and removing the obstacles that might exist
- Ability to lead and train sales team in evolving media trends- including but not limited to -- digital audio, attribution, data, digital
- Develop and grow relationships with clients through both individual and joint meetings with Account Executives, and develop a deep understanding of their needs in the marketplace
- Leverage our data, scale and resources to guide sound management and operational decision making across the sales organization
- Create sales (audio, digital, experiential, etc.) opportunities that align with client needs and demand
- Own financial metrics of the department, including pricing, inventory and expense management, weekly revenue, pacing and forecasting
- Monitor competition and trends in the market

Qualifications About You:

- Minimum 3+ years General Sales Manager experience in radio and/or digital
- Must know how to motivate in today's changing environment, can manage inventory as well as people, and bring new ideas to generate revenue
- Must be goal-driven and creative, with the ability to multi-task in a fast-paced environment. Strong background in Strategic Account Management, sales training/leadership, pricing and budgeting required.
- A valid driver's license, satisfactory completion of a motor vehicle record check, and, if the position requires use of applicant's own vehicle, proof of insurance, is required

If interested in applying for this position, please forward a resume to SummitMedia Springfield, Attention: Janelle Moffett, 2330 W Grand Street, Springfield, MO 65802, or forward electronically to careers.springfield@summitmediacorp.com



Training
Experience
Skill
Talent

CON
ON

Experience

Skill

Talent

It is the policy of SummitMedia, Inc. to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, age or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Discrimination because of race, color, religion, national origin, age or sex is prohibited. If you believe you have been the victim of discrimination, you may notify the Federal Communications Commission, the Equal Employment Opportunity Commission, or other appropriate agency.

Position Closes:

< RETURN

Home
About Us
Careers
Contact Us

Privacy Policy
Terms of Service
Accessibility

© 2023 SummitMedia, Inc.
All Rights Reserved
SummitMedia.com

Attachment C

Thank you for attending the February 9th MARKETING, COMMUNICATION & ART Career and Networking Fair (Missouri State University)

Career Center <CareerCenter@MissouriState.edu>

Mon 2/22/2021 1:43 PM

Good afternoon –

The **Missouri State University Career Center** appreciates you and your interest in Missouri State University students.

We continue to look for ways to connect students and employers, beyond career fairs. We are interested in continuing to connect with students in order to help you meet your recruiting needs and to provide our students with some great opportunities that may lead to their career dreams.

We hope that the **Marketing, Communication & Art Career and Networking Fair** on Tuesday, February 9 was fruitful or at least initiated some conversations with potential students.

We would truly appreciate it if you can give us your thoughts by completing our [evaluation](#).

Thank you and have a wonderful day!

Missouri State University Career Center

CareerCenter@Missouristate.edu

417-836-5636

Missouri State.
U N I V E R S I T Y

MAKE YOUR MISSOURI STATEMENT

Re: Marketing, Communication & Art Career Fair at Missouri State University is on Tuesday, February 9!

Janelle Moffett <janelle.moffett@summitmediacorp.com>

Mon 2/8/2021 2:57 PM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

Here is a screenshot of the 1:1 sessions I have scheduled thus far.

The screenshot shows a calendar interface with two time slots: 2:00 - 3:00 PM CST and 3:00 - 4:00 PM CST. Each slot contains a list of 1:1 sessions. Each session entry includes a profile picture, a name, an affiliation (Missouri State University or Ohio University), a 'View profile' link, and a double-checkmark icon.

Time Slot	Time	Name	Organization	Action
2:00 - 3:00 PM CST	2:00-2:15	Busy		View profile
	2:15-2:30	Acacia Boerboom	Missouri State University	View profile
	2:30-2:40	Olivia Odenstahl	Missouri State University	View profile
	2:40-2:45	Corbin Morgan	Missouri State University	View profile
	2:45-2:55	April Murpree	Missouri State University	View profile
3:00 - 4:00 PM CST	2:55-3:00	Open slot		
	3:00-3:15	Sarah Schargenberg	Missouri State University	View profile
	3:15-3:30	Karissa Lambke	Missouri State University	View profile
	3:30-3:45	Busy		
	3:45-3:55	Dre Hill	Ohio University	View profile
	3:55-4:05	Olivia VanBerkum	Missouri State University	View profile

Janelle Moffett | President & General Manager

SummitMedia | 2330 W Grand | Springfield, MO 65802
Direct: (417) 447-1837  | Cell: (417)830-8642 
Email: Janelle.Moffett@SummitMediaCorp.com



PLEASE NOTE: Any audio, copy, or digital creative files attached to this email are the sole intellectual property of SummitMedia/Springfield and intended for use by SummitMedia properties exclusively. Any further distribution or use on other radio stations, TV stations, or other media (streaming, websites, phone on-hold systems, etc) without prior authorization is prohibited. Please contact your SummitMedia representative for more information about associated licensing and talent costs. Thank you.

From: Janelle Moffett <janelle.moffett@summitmediacorp.com>
Sent: Monday, February 8, 2021 2:56 PM
To: Virginia Kelley <virginia.kelley@summitmediacorp.com>
Subject: Re: Marketing, Communication & Art Career Fair at Missouri State University is on Tuesday, February 9!

Ok, I'll find something. 😊

Janelle Moffett | President & General Manager
SummitMedia | 2330 W Grand | Springfield, MO 65802
Direct: (417) 447-1837  | Cell: (417)830-8642 
Email: Janelle.Moffett@SummitMediaCorp.com



PLEASE NOTE: Any audio, copy, or digital creative files attached to this email are the sole intellectual property of SummitMedia/Springfield and intended for use by SummitMedia properties exclusively. Any further distribution or use on other radio stations, TV stations, or other media (streaming, websites, phone on-hold systems, etc) without prior authorization is prohibited. Please contact your SummitMedia representative for more information about associated licensing and talent costs. Thank you.

From: Virginia Kelley <virginia.kelley@summitmediacorp.com>
Sent: Monday, February 8, 2021 2:55 PM
To: Janelle Moffett <janelle.moffett@summitmediacorp.com>
Subject: Re: Marketing, Communication & Art Career Fair at Missouri State University is on Tuesday, February 9!

Good Luck! Be sure to keep documentation of the event... maybe even screen shots of the fair itself?

Virginia Kelley
Business Manager
SummitMedia LLC- Springfield

Check-In with Career Center zoon link prior to the Career Fair to let us know you are here: <https://missouristate.zoom.us/j/92991436869>

ADDITIONAL HELP NEEDED/CONTACT INFORMATION:

Unable to zoom in or need to ask a quick question, contact Margie Stewart; marjoriestewart@missouristate.edu Phone: 417-836-5636

If you have any questions, feel free to contact us.
Thank you so much.

Missouri State University Career Center
marjoriestewart@missouristate.edu
417-836-5636

Missouri State.
U N I V E R S I T Y

MAKE YOUR MISSOURI STATEMENT

Description of Supplemental Outreach Initiatives

Complete this form for every event or program established by, sponsored by, or participated in by the station employment unit as part of each Supplemental Outreach Initiative (Page 12) elected.

Date(s) of Initiative Event(s):

Describe Nature of Initiative:

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

Names of Station Personnel Involved in Initiative:

Form Prepared By: _____ Date: _____

Attach copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes).
Use these worksheets to compile the annual Summary Description of Supplemental Outreach Initiatives (Page 20).

You do not have permission to do that. Please contact the Handshake team or your local administrator.

Marketing, Communication & Arts Career and Networking Fair 2021 (Virtual)

Tuesday, February 9th 2021, 2:00 pm - 6:00 pm CST
No location

★ Following

- [All Employers \(/career_fairs/21074/employers_list\)](/career_fairs/21074/employers_list)
- [RSVPs \(/career_fairs/21074/attendees\)](/career_fairs/21074/attendees)
- [Schedule \(/career_fairs/21074/schedule\)](/career_fairs/21074/schedule)

Filters

CLEAR

Employer Search

Location

Enter a location

Categories

- Accepts All Majors
- Accepts OPT/CPT
- Will sponsor or doesn't require US work visa

Job Types

- Internship (7)
 - Job (6)
 - Cooperative Education (1)
 - Experiential Learning (1)
- [View all](#)

Employment Types

- Full-Time (5)
 - Part-Time (4)
- [View all](#)

School Years

Majors

Industry

Labels

417 Magazine

(employers/155082)

(employers/155082)

- 📍 2111 S Eastgate Ave, Springfield, Missouri 65809, United States
- 🏢 Journalism, Media & Publishing
- 🌐 <http://www.417mag.com> (http://www.417mag.com)

We're 417, a life-enrichment company in Springfield, Missouri, serving more than 325,362 audience members monthly across our titles of 417 Magazine, Biz 417, 417 Home and 417 Bride. In addition, we have robust digital properties to support each title, produce award-winning publications and have a custom publishing division. While we're at it, we host parties and events for...

[View Details](#) ▼

Associated Electric Cooperative, Inc.

(/employers/41162)

(/employers/41162)

- 📍 2614 S Golden Ave, Springfield, MO 65807, USA
- 👥 Utilities and Renewable Energy
- 🌐 <https://aeci.org/> [\(https://aeci.org/\)](https://aeci.org/)

Associated Electric Cooperative Inc. (AECI) is owned by and provides wholesale power to six regional and 51 local electric cooperative systems in Missouri, northeast Oklahoma and southeast Iowa that serve more than 875,000 customers. AECI's mission is to provide an economical and reliable power supply and support services to its members with the vision of being...

[View Details](#) ▼

B

Brighton Agency

(/employers/266658)

(/employers/266658)

- 📍 7711 Bonhomme Avenue, St. Louis, Missouri 63105, United States
- 👥 Advertising, PR & Marketing
- 🌐 <https://brightonagency.com/> [\(https://brightonagency.com/\)](https://brightonagency.com/)

At Brighton we bring together the best part of a consulting firm — practical insight — and the best part of an ad agency — inspired imagination — to help our clients think differently about their brand, their customers and the best ways to bring them together. We call it Applied Imagination.

[View Details](#) ▼

Cafe 1040

(/employers/227503)

(/employers/227503)

- 📍 1430 Capital Ave, Watkinsville, Georgia 30677, United States
- 👥 Religious Work
- 🌐 <http://www.cafe1040.com/> [\(http://www.cafe1040.com/\)](http://www.cafe1040.com/)
- 👤 Hiring all majors

There are entire populations of people who are unreached. They have little to no access to the story and person of Jesus. No churches. No followers of Jesus. No missionaries. Yet. We are leading a generation to go and tell them. Join us.

[View Details](#) ▼

City Year

(/employers/9004)

(/employers/9004)

- 📍 287 Columbus Ave, Boston, MA 02116
- 👥 Non-Profit - Other
- 🌐 <http://www.cityyear.org/> [\(http://www.cityyear.org/\)](http://www.cityyear.org/)
- 👤 Hiring all majors

City Year helps students and schools succeed. Fueled by national service, City Year partners with public schools in 29 urban, high-need communities across the U.S. and through international affiliates in the U.K. and South Africa. Diverse teams of City Year AmeriCorps members provide research-based student, classroom and school-wide supports to help students stay in...

[View Details](#) ▼

Missouri State University College of Business Graduate Programs

(/employers/326740)

(/employers/326740)

- 📍 901 South National Avenue, Springfield, Missouri 65897, United States
- 👥 Higher Education
- 🌐 <https://business.missouristate.edu/graduate-programs.htm> [\(https://business.missouristate.edu/graduate-programs.htm\)](https://business.missouristate.edu/graduate-programs.htm)
- 👤 Hiring all majors

The College of Business (COB) at Missouri State University is one of the largest AACSB-accredited business programs in the Midwest. The college has a variety of graduate programs offered including the MBA, Master of Accountancy, and MS - Cybersecurity. Along with integrating a variety of courses offered by 6 departments in the COB, the MBA program allows...

[View Details](#) ▼

O'Reilly Auto Parts

(/employers/158338)

(/employers/158338)

- 📍 233 S Patterson Ave, Springfield, Missouri 65802, United States
- 🏢 Automotive
- 🌐 <http://www.oreillyauto.com/careers> (http://www.oreillyauto.com/careers)
- 👤 Hiring all majors

At O'Reilly, our retail stores and distributions centers are dedicated to excellent customer service by getting auto parts in the hands of our loyal customers. The team members at our Corporate Office, work behind the scenes to provide the support necessary to accomplish this. It is who we are! This dedicated support allows us to remain focused on the O'Reilly mission, to...

[View Details](#) ▼

SUMMITMEDIA LLC - Springfield

(/employers/71558)

(/employers/71558)

- 📍 2700 Corporate Drive, Suite 115 Birmingham, Alabama 35242, United States of America
- 🏢 Advertising, PR & Marketing
- 🌐 <http://www.summitmediacorp.com/> (http://www.summitmediacorp.com/)

SummitMedia, LLC is an integrated broadcasting, digital media, direct marketing and events company focused on compelling local brands, powerful personalities and meaningful marketing solutions.

Job Titles

None

Job Type

Job, Internship

Employment Type

Full-Time, Part-Time

Majors Groups

Parks, Recreation & Leisure Studies, Real Estate, Operations Management, Human Resources, Food Industry Management, Entrepreneurship, Economics, Business Analytics, Actuarial/Risk Analysis, Sales, Accounting, Non Profit Management, Management Science, International Business, Insurance, Construction Management, Agriculture Business, Marketing, Finance & Financial Management, Sport Business & Marketing, Retail & Hospitality Administration, Business Administration & Management, Supply Chain Management, Advertising, Documentary/Film, Communication & Media Studies, Journalism, Digital Communication, Public Relations, Radio, Television, Media, Product Design/Packaging, Design & Applied Arts, City, Urban, Regional Planning, Visual & Performing Arts, Art History, Graphic Design, Industrial Design, Textiles & Clothing, Interior Design, Museum Studies, Photography, Music & Music Education, Fine & Studio Arts, Drama & Theatre Arts.

Work Authorization

US work authorization is required, but the employer is accepting OPT/CPT candidates

School Years

Alumni, Masters, Senior, Junior

[Hide Details](#) ▲

Yellow

(/employers/13760)

(/employers/13760)

- 📍 10990 Roe Avenue, Overland, Kansas 66211, United States of America
- 🏢 Transportation & Logistics
- 🌐 <https://www.myyellow.com/> (https://www.myyellow.com/)

YRC Worldwide Inc. is the holding company for a portfolio of successful brands including Holland, New Penn, Reddaway, YRC Freight and HENRY Logistics. YRC Worldwide companies have the largest, most comprehensive network in North America with local, regional, national and international capabilities. Through its team of experienced service professionals, Holland, New...

[View Details](#) ▼

Description of Supplemental Outreach Initiatives

Complete this form for every event or program established by, sponsored by, or participated in by the station employment unit as part of each Supplemental Outreach Initiative (Page 12) elected.

Date(s) of Initiative Event(s):

2-9-2021

Describe Nature of Initiative:

Missouri State University Business Career Fair - Virtual
- Marketing - Communication - Arts

Describe Scope of Broadcasters' Participation (including names of any other sponsoring or participating organizations):

G.M. participated in the virtual career fair, along with
other recruiters, organized & secured by MSU.

Names of Station Personnel Involved in Initiative:

Janelle Moffett

Form Prepared By: Janelle Moffett

Date: 2/11/21

Attach copies of documentation demonstrating performance of chosen initiatives (e.g., pamphlets, advertisements, letters, e-mails, faxes).

Use these worksheets to compile the annual Summary Description of Supplemental Outreach Initiatives (Page 20).

Re: MBA EEO Webinar--Deadline 2/19/21

Jay Lashley <jay.lashley@power965.com>

Tue 2/23/2021 3:05 PM

To: Janelle Moffett <janelle.moffett@summitmediacorp.com>; Virginia Kelley <virginia.kelley@summitmediacorp.com>

1 - just remedy the discrimination

2 - document x3

3 - IT DID NOT HAPPEN!

☺. J

From: Janelle Moffett <janelle.moffett@summitmediacorp.com>**Sent:** Tuesday, February 23, 2021 1:35 PM**To:** Nick Reed <nick.reed@ksgf.com>; Tom Oakes <Tom.Oakes@summitmediacorp.com>; Jay Lashley <jay.lashley@power965.com>; Anne Fisher <Anne.Fisher@summitmediacorp.com>**Cc:** Virginia Kelley <virginia.kelley@summitmediacorp.com>**Subject:** Re: MBA EEO Webinar--Deadline 2/19/21

Nick has watched the video and passed the quiz with flying colors!

Anne has watched it, but needs to respond to the email quiz. or if I missed it, please re-forward.

Tom?

Jay?

Thank you!!

Janelle Moffett | President & General Manager**SummitMedia | 2330 W Grand | Springfield, MO 65802****Direct: (417) 447-1837**  **| Cell: (417)830-8642** **Email: Janelle.Moffett@SummitMediaCorp.com**

PLEASE NOTE: Any audio, copy, or digital creative files attached to this email are the sole intellectual property of SummitMedia/Springfield and intended for use by SummitMedia properties exclusively. Any further distribution or use on other radio stations, TV stations, or other media (streaming, websites, phone on-hold systems, etc) without prior authorization is prohibited. Please contact your SummitMedia representative for more information about associated licensing and talent costs. Thank you.

From: Janelle Moffett <janelle.moffett@summitmediacorp.com>**Sent:** Thursday, February 11, 2021 10:11 PM**To:** Nick Reed <nick.reed@ksgf.com>; Tom Oakes <Tom.Oakes@summitmediacorp.com>; Jay Lashley <jay.lashley@power965.com>; Anne Fisher <Anne.Fisher@summitmediacorp.com>**Cc:** Virginia Kelley <virginia.kelley@summitmediacorp.com>**Subject:** MBA EEO Webinar--Deadline 2/19/21

Re: MBA EEO Webinar--Deadline 2/19/21

Nick Reed <nick.reed@ksgf.com>

Mon 2/22/2021 11:34 AM

To: Janelle Moffett <janelle.moffett@summitmediacorp.com>; Virginia Kelley <virginia.kelley@summitmediacorp.com>

Nick Reed-Program Director/Morning Show Host

1041 KSGF, Springfield's News Talk FM

Quiz Questions

1. Anti-Discrimination Rules are meant to *prevent* discrimination, **not necessarily just to remedy the discrimination.**
2. List the 3 Simple Rules w/ respect to EEO Compliance. **1) Document everything you do. 2) Make sure you document everything you do. 3) You darn well better make sure you document everything you do.**
3. If you don't have documentation, **it didn't happen.**

From: Janelle Moffett <janelle.moffett@summitmediacorp.com>**Sent:** Thursday, February 11, 2021 10:11 PM**To:** Nick Reed <nick.reed@ksgf.com>; Tom Oakes <Tom.Oakes@summitmediacorp.com>; Jay Lashley <jay.lashley@power965.com>; Anne Fisher <Anne.Fisher@summitmediacorp.com>**Cc:** Virginia Kelley <virginia.kelley@summitmediacorp.com>**Subject:** MBA EEO Webinar--Deadline 2/19/21

Below is the link and password to the EEO Training video we discussed in our Leadership Meeting this week. Please watch this video, reply back to me & Virginia confirming you've watched it, and include answers to the three "quiz" questions below. Grab a snack, get comfortable, and enjoy! 😊

[MBA EEO Webinar 2021](#)

Passcode: M=LS818*

Quiz Questions

1. Anti-Discrimination Rules are meant to *prevent* discrimination, not _____.
2. List the 3 Simple Rules w/ respect to EEO Compliance.
3. If you don't have documentation, _____.

Re: MBA EEO Webinar--Deadline 2/19/21

Anne Fisher <Anne.Fisher@summitmediacorp.com>

Tue 2/23/2021 7:55 PM

To: Janelle Moffett <janelle.moffett@summitmediacorp.com>; Virginia Kelley <virginia.kelley@summitmediacorp.com>

1. Remedy
2. Document, document, document
3. It Didn't happen

Get [Outlook for iOS](#)

From: Janelle Moffett <janelle.moffett@summitmediacorp.com>**Sent:** Tuesday, February 23, 2021 1:35 PM**To:** Nick Reed; Tom Oakes; Jay Lashley; Anne Fisher**Cc:** Virginia Kelley**Subject:** Re: MBA EEO Webinar--Deadline 2/19/21

Nick has watched the video and passed the quiz with flying colors!
Anne has watched it, but needs to respond to the email quiz. or if I missed it, please re-forward.
Tom?
Jay?

Thank you!!

Janelle Moffett | President & General Manager**SummitMedia | 2330 W Grand | Springfield, MO 65802****Direct: (417) 447-1837**  **| Cell: (417)830-8642** **Email: Janelle.Moffett@SummitMediaCorp.com**

PLEASE NOTE: Any audio, copy, or digital creative files attached to this email are the sole intellectual property of SummitMedia/Springfield and intended for use by SummitMedia properties exclusively. Any further distribution or use on other radio stations, TV stations, or other media (streaming, websites, phone on-hold systems, etc) without prior authorization is prohibited. Please contact your SummitMedia representative for more information about associated licensing and talent costs. Thank you.

From: Janelle Moffett <janelle.moffett@summitmediacorp.com>**Sent:** Thursday, February 11, 2021 10:11 PM**To:** Nick Reed <nick.reed@ksgf.com>; Tom Oakes <Tom.Oakes@summitmediacorp.com>; Jay Lashley <jay.lashley@power965.com>; Anne Fisher <Anne.Fisher@summitmediacorp.com>**Cc:** Virginia Kelley <virginia.kelley@summitmediacorp.com>**Subject:** MBA EEO Webinar--Deadline 2/19/21

Fw: Public Notification

Janelle Moffett <janelle.moffett@summitmediacorp.com>

Fri 3/12/2021 4:02 PM

To: Alissa Potter <Alissa.Potter@summitmediacorp.com>; Kat Morgan Gaines <kat.morgangaines@summitmediacorp.com>;
Hewson Beattie <Hewson.Beattie@summitmediacorp.com>
Cc: Virginia Kelley <virginia.kelley@summitmediacorp.com>

Next week.....Would you guys work on an order and spot for our EEO recruitment efforts?

Kat--the script is simple, strait forward

If you'd like to be notified of job opportunities with SummitMedia, KTTS, KSPW, KRVI, KSGF, please visit
KTTS.Com/Contact Us to submit your request. SummitMedia is an Equal Opportunity Employer.

Alissa--WO order and PO. Can start week of 3/22 and run for 1-year. Perhaps it runs one week per
month, 1x per daypart, all dayparts, M-Su.

Hewson---will you please add this to the contact us page of each station website below whatever is the
last contact person listed?

EEO Job Notification Requests

Virginia.Kelley@SummitMediaCorp.com

Thank you all!

Janelle Moffett | President & General Manager

SummitMedia | 2330 W Grand | Springfield, MO 65802

Direct: (417) 447-1837  | Cell: (417)830-8642 

Email: Janelle.Moffett@SummitMediaCorp.com



PLEASE NOTE: Any audio, copy, or digital creative files attached to this email are the sole intellectual property of SummitMedia/Springfield and intended for use by SummitMedia properties exclusively. Any further distribution or use on other radio stations, TV stations, or other media (streaming, websites, phone on-hold systems, etc) without prior authorization is prohibited. Please contact your SummitMedia representative for more information about associated licensing and talent costs. Thank you.

From: Virginia Kelley <virginia.kelley@summitmediacorp.com>

Sent: Monday, March 8, 2021 10:47 AM

To: Janelle Moffett <janelle.moffett@summitmediacorp.com>

Subject: Public Notification

Hey there,

I saw a 5 second ad on KOLR, I think, that simply said something like:

If you'd like to be notified of job opportunities with KOLR-TV, please send a request to KOLR, EEO Manager... blah blah blah.

That's what we need, right?

Virginia Kelley
Business Manager
SummitMedia LLC- Springfield
virginia.kelley@summitmediacorp.com
Office: 417-447-1624

EEO notices

Kat Morgan Gaines <kat.morgangaines@summitmediacorp.com>

Mon 3/15/2021 7:11 PM

To: Janelle Moffett <janelle.moffett@summitmediacorp.com>; Virginia Kelley <virginia.kelley@summitmediacorp.com>

4 attachments (2 MB)

SummitMedia - EEO Notice KSGF - 15 - 031521.mp3; SummitMedia - EEO Notice KTTS - 15 - 031521.mp3; SummitMedia - EEO Notice KSPW - 15 - 031521.mp3; SummitMedia - EEO Notice KRVI - 15 - 031521.mp3;

Here are the finished EEO notices. POs are in to start next Monday. Streaming too, right? How many impressions to put for Zack? Thanks!

- - -

Kat Morgan Gaines | SoundCafé Creative Services Director

SummitMedia – Springfield | 2330 W. Grand St. | Springfield MO 65802

Direct: (417) 447-1815 | Cell: (417) 496-9351 | Email: kat.morgangaines@summitmediacorp.com



[<http://http://power965.com>]



PLEASE NOTE: Any audio, copy, or digital creative files attached to this email are the sole intellectual property of SummitMedia/Springfield and intended for use by SummitMedia properties exclusively unless otherwise specified. Any further distribution or use on other radio stations, TV stations, or other media (streaming, websites, phone on-hold systems, etc) without prior authorization is prohibited. Please contact your SummitMedia representative for more information about associated licensing and talent costs. Thank you.

Fw: Studio Tour

Jay Lashley <jay.lashley@power965.com>

Tue 2/15/2022 4:09 PM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

Jay Lashley

Program Director - KSPW | SummitMedia LLC

2330 W Grand St | Springfield, MO 65807

Direct: 417-447-1816

Email: jay.lashley@power965.com

From: Jay Lashley <jay.lashley@power965.com>

Sent: Tuesday, February 15, 2022 4:09 PM

To: Jennifer Callaway <JCallaway@nianguaschools.com>

Subject: Re: Studio Tour

Sounds great! See you guys here tomorrow at 10a. J

Jay Lashley

Program Director - KSPW | SummitMedia LLC

2330 W Grand St | Springfield, MO 65807

Direct: 417-447-1816

Email: jay.lashley@power965.com

From: Jennifer Callaway <JCallaway@nianguaschools.com>

Sent: Tuesday, February 15, 2022 1:36 PM

To: Jay Lashley <jay.lashley@power965.com>

Subject: Re: Studio Tour

As of right now I'd say 15 or 16.

On Tue, Feb 15, 2022 at 1:33 PM Jay Lashley <jay.lashley@power965.com> wrote:

Hey Jennifer, I just wanted to see how many students there are?

Jay Lashley

Program Director - KSPW | SummitMedia LLC

2330 W Grand St | Springfield, MO 65807

Direct: 417-447-1816

Email: jay.lashley@power965.com

From: Jennifer Callaway <JCallaway@nianguaschools.com>

Sent: Tuesday, February 1, 2022 12:56 PM

To: Jay Lashley <jay.lashley@power965.com>

Subject: Re: Studio Tour

That will be perfect!!! See you then!

On Tue, Feb 1, 2022 at 12:51 PM Jay Lashley <jay.lashley@power965.com> wrote:

Hey Jennifer, I think 30 to an hour. If it's at 10a they will also get to meet Fotsch and he can show them things as well. That work for you?

Jay Lashley

Program Director - KSPW | SummitMedia LLC
2330 W Grand St | Springfield, MO 65807
Direct: 417-447-1816
Email: jay.lashley@power965.com

From: Jennifer Callaway <JCallaway@nianguaschools.com>
Sent: Tuesday, February 1, 2022 7:51 AM
To: Jay Lashley <jay.lashley@power965.com>
Subject: Re: Studio Tour

We can definitely do 10am if that works best for you. How long would you suggest we allow to be there? Just needing to make the agenda for the day :)

On Fri, Jan 28, 2022 at 3:06 PM Jay Lashley <jay.lashley@power965.com> wrote:
Is there any way to do 10am? I would be able to show you around a little more. If you need it to be 9a we can still do it, it will just be different.

Jay Lashley

Program Director - KSPW | SummitMedia LLC
2330 W Grand St | Springfield, MO 65807
Direct: 417-447-1816
Email: jay.lashley@power965.com

From: Jennifer Callaway <JCallaway@nianguaschools.com>
Sent: Friday, January 28, 2022 11:53 AM
To: Jay Lashley <jay.lashley@power965.com>
Subject: Re: Studio Tour

Hello!

We would like to do in the AM. If we got there around 9 what time you think we would be done?

On Fri, Jan 28, 2022 at 10:53 AM Jay Lashley <jay.lashley@power965.com> wrote:
I would love to give them a tour! That's sounds so fun. Let's do Wednesday the 16th. What time were you thinking??

From: Janelle Moffett <janelle.moffett@summitmediacorp.com>
Sent: Friday, January 28, 2022 9:33:19 AM
To: Jay Lashley <jay.lashley@power965.com>
Subject: Fwd: Studio Tour

Hi Jay--could you help her out?

Get [Outlook for iOS](#)

From: Jennifer Callaway <JCallaway@nianguaschools.com>
Sent: Wednesday, January 26, 2022 9:45 AM
To: Janelle Moffett
Subject: Studio Tour

I have a group of Business students who are interested in touring your studio. We have toured KY3 in the past and they would like to compare television with radio. Can you provide me with information on if you are doing this type of activity and what we need to do to get it scheduled? We are looking at either Feb 16th or 17th.

Thanks in advance.

--

Jennifer Callaway
Niangua R-V High School
(417)473-6101 Ext 137
JH & HS Business Education
JH & HS Computer Science
FBLA Adviser



--

Jennifer Callaway
Niangua R-V High School
(417)473-6101 Ext 137
JH & HS Business Education
JH & HS Computer Science
FBLA Adviser



--

Jennifer Callaway
Niangua R-V High School
(417)473-6101 Ext 137
JH & HS Business Education
JH & HS Computer Science
FBLA Adviser



--

Jennifer Callaway
Niangua R-V High School

(417)473-6101 Ext 137
JH & HS Business Education
JH & HS Computer Science
FBLA Adviser



--

Jennifer Callaway
Niangua R-V High School
(417)473-6101 Ext 137
JH & HS Business Education
JH & HS Computer Science
FBLA Adviser





Niguara FBLA

Jay Lashley <jay.lashley@power965.com>

Wed 2/16/2022 11:56 AM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

Today we had the Future Business Leaders of America in for a tour of the studio for career day. A group of 20 students came and I gave them a tour of the whole cluster. We looked in on KTTS and the News room, and were also able to shortly speak to Nick Read about KSGF. I took the high schoolers to the Power studio and Fotsch and I explained how things work around here. He spoke on how the morning show works as a whole and I explained how a single jock shift works. I told them about our music and how we pick it and we spent lots of our time talking about social media. As expected, the kids were very interested in this topic. We talked about what social media platforms are good for what topics and how we go about picking things to put on social media and how we pick topics to talk about on air and then how on-air and social media interact. Lastly we answered questions and I told them how they could apply to be on radio if that was a dream of theirs. Lots of the kids followed me on Instagram and I will be able to answer future questions. The teacher was very grateful and the group seemed to have a great time.

Jay Lashley

Program Director - KSPW | SummitMedia LLC

2330 W Grand St | Springfield, MO 65807

Direct: 417-447-1816

Email: jay.lashley@power965.com

Fw: Mock Interviews March 1st

Janelle Moffett <janelle.moffett@summitmediacorp.com>

Thu 9/30/2021 9:47 AM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

I will participate in this....sending it to you for EEO stuff.

Janelle Moffett | President & General Manager
SummitMedia | 2330 W Grand | Springfield, MO 65802



PLEASE NOTE: Any audio, copy, or digital creative files attached to this email are the sole intellectual property of SummitMedia/Springfield and intended for use by SummitMedia properties exclusively. Any further distribution or use on other radio stations, TV stations, or other media (streaming, websites, phone on-hold systems, etc) without prior authorization is prohibited. Please contact your SummitMedia representative for more information about associated licensing and talent costs. Thank you.

From: Craig Hurst <craig.hurst@mjays.us>

Sent: Thursday, September 30, 2021 8:04 AM

To: Rebecca.Anderson@drivetransland.com <Rebecca.Anderson@drivetransland.com>; Alex Greiwe <Alex@springfieldchamber.com>; juliem@custom-metalcraft.com <juliem@custom-metalcraft.com>; Tyler@dirtyworx.com <Tyler@dirtyworx.com>; Michael Ensminger <mensminger@wilsonlogistics.com>; Aaron Meyer <aaronsspareemail@gmail.com>; Lee, Jeremy J. <Jeremy.j.lee@timken.com>; Sam <samrost@marshfieldmo.gov>; mmarlin@websterec.com <mmarlin@websterec.com>; Tom Houston <tomh@websterec.com>; zkolb@shomepower.com <zkolb@shomepower.com>; Erica Lafferty <elafferty@shomepower.com>; Anna M. Wilson <AMWilson@armstrongceilings.com>; Candida D. Deckard <CDDeckard@armstrongceilings.com>; tldudley1 <tdudley@amprod.us>; eburton@amprod.us <eburton@amprod.us>; Christy Hedrick <chedrick@jmark.com>; ddoherty@multi-craft.net <ddoherty@multi-craft.net>; Gregory,Ashley <Ashley.Gregory@coxhealth.com>; donna.johnson@smcpackaging.com <donna.johnson@smcpackaging.com>; Dan Montgomery <DMontgomery@carpdc.org>; Mo Cisneros <mcisneros@cjtf.org>; tammy.mackey@chase.com <tammy.mackey@chase.com>; Morrow, Tabatha L <tabatha.l.morrow@chase.com>; kwestfall@hotels.com <kwestfall@hotels.com>; Sanders, Carrie L <Carrie.sanders@mercy.net>; Amanda.Somirs@mercy.net <Amanda.Somirs@mercy.net>; jphillips@wmkldc.org <jphillips@wmkldc.org>; Derick Barnes <dbarnes@lu663.com>; Carissa N. Collins <CNCollins@basspro.com>; Amy Wilkerson <awilkerson@bankwithsouthern.com>; Sarah Lowe <slowe1@arvest.com>; White, Jennifer <JenniferWhite@iheartmedia.com>; Chris Bryant <cbryant@murney.com>; Clint Thomas <clint.thomas@awginc.com>; Michelle Cologna <michelle.cologna@penmac.com>; Randy Tucker <rtucker@dfamilk.com>; Yeargan Rebecca <YearganRebeccaD@johndeere.com>; McBroom Derek <McBroomDerekM@johndeere.com>; dbwalya@mmm.com <dbwalya@mmm.com>; Amanda Carpenter <acarpenter@mmm.com>; Michelle Schaedler <michelle.schaedler@westrock.com>; Badgett, Trenton <Trenton.Badgett@mshp.dps.mo.gov>; Randy Hyde <rhyde@hilanddairy.com>; michelle@green-lp.com <michelle@green-lp.com>; teresa.coleman@burrellcenter.com <teresa.coleman@burrellcenter.com>; curtis.w.sansom.mil@mail.mil <curtis.w.sansom.mil@mail.mil>; Lannan, Jason F SFC USARMY NG MOARNG (USA)

<jason.f.lannan.mil@mail.mil>; natalie.n.brown12.mil@mail.mil <natalie.n.brown12.mil@mail.mil>; david.m.hiller2.mil@mail.mil <david.m.hiller2.mil@mail.mil>; NICHOLAS.VERGANO@us.af.mil <NICHOLAS.VERGANO@us.af.mil>; jacob.merrick@marines.usmc.mil <jacob.merrick@marines.usmc.mil>; Janelle Moffett <janelle.moffett@summitmediacorp.com>; Duane Lavery <dlavery@gromarshfield.com>; Micayla Helms <micayla.helms@tylerpipe.com>; Whittaker, Kyle <kyle.whittaker@missouri.edu>; busickl@otc.edu <busickl@otc.edu>; Christen Tracy <ctracy@swiindustrial.com>; Joanne Henry <jhenry@jordanvalley.org>; Snyder, Christopher <csnyder@republicservices.com>; Chris Parker <chris.parker@senioragemo.org>; Krisi Schell <kschell@srcholdings.com>; Mailyn Jeffries <mjeffries@greenecountymo.gov>; skemp@springfieldunderground.com <skemp@springfieldunderground.com>; Christina M. Angle <cangle@erlengroup.com>; krodaugh@bkd.com <krodaugh@bkd.com>; kcrom@tankcomponents.com <kcrom@tankcomponents.com>; Francis Skalicky <francis.skalicky@mdc.mo.gov>; brook.wheeler@fedex.com <brook.wheeler@fedex.com>; Ron Bogart <rbogart@goldmechanical.com>; kevin@customcreations417.com <kevin@customcreations417.com>; avelazquez@cocacolaozarks.com <avelazquez@cocacolaozarks.com>; Judy Miller <jumiller@thearcoftheozarks.org>; Caroline Bowenschulte <cbowenschulte@srcholdings.com>
Subject: Mock Interviews March 1st

Dear Local Business Leaders,

Mark your calendars! Marshfield High School is hosting our 4th annual Mock Interviews on Tuesday, **March 1st, from 1:00-3:30** in the main gym. The event will consist of six interviews and then a career fair afterwards. Plan on setting up a table with promotional information. This provides some of our graduating seniors with an opportunity to practice a lifelong skill and also make connections that could lead to future employment.

I've sent a separate calendar invite for the event. I'll send out more information once it gets closer, but if you have any questions, feel free to contact me.

I appreciate your continued support. I'm looking forward to seeing you all in the Spring.

Sincerely,

Craig Hurst
English Language Arts Instructor
Marshfield High School
417-859-2120 ext. 1409
Instagram: EnglishWithHurst

Re: Speaking engagement

Nick Reed <nick.reed@ksgf.com>

Wed 3/16/2022 12:14 PM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

I'd say around 15. I spoke about the relevance of radio in modern society and the reasons local radio(particularly talk) continues to be relevant and strong despite so many other content delivery systems introduced into the marketplace over the last 20 years.

Nick Reed-Program Director/Morning Show Host
Springfield's Talk, 1041
www.ksgf.com

From: Virginia Kelley <virginia.kelley@summitmediacorp.com>
Sent: Monday, March 14, 2022 9:25 AM
To: Nick Reed <nick.reed@ksgf.com>
Subject: Re: Speaking engagement

I do! Can you please just send me a little more information? Like how many people you addressed and how you promoted radio and our stations?

Thank you!

Virginia Kelley
Business Manager
SummitMedia LLC- Springfield/Omaha
virginia.kelley@summitmediacorp.com
Office: 417-447-1624

From: Nick Reed <nick.reed@ksgf.com>
Sent: Friday, March 11, 2022 6:57 PM
To: Virginia Kelley <virginia.kelley@summitmediacorp.com>
Subject: Speaking engagement

I was the speaker at a Springfield South Kiwanis meeting on Thursday. Thought you might need that info for the public file.

Nick Reed
104.1 KSGF

FW: Professional Sales Class Follow Up - Missouri State University

Paul Windisch <paul.windisch@summitmediacorp.com>

Fri 8/5/2022 3:01 PM

To: Virginia Kelley <virginia.kelley@summitmediacorp.com>

1 attachments (251 KB)

MKT 352-899 Professional Sales SU22 Pham.pdf

Dates: June 13, 2022 – July 7, 2022

Professional Sales Class offered by Missouri State University

I helped create the curriculum with the professor for this class, seeing it as a recruitment opportunity for advertising sales positions. Once the class began, students had to contact me, as I was pretending to be a business owner of certain businesses. They had to set an appointment with me, then they had to do a customer needs analysis meeting, then they had to present an advertising campaign to me. I filled out feedback forms on all students and sent them to the university. These steps were all done over the course of 4 weeks.

I interacted with 18 students. I spent approximately 20 total hours on this project. It resulted in 3 interviews with potential candidates. 2 of them happened on July 13th. One will happen on August 15th.

Paul Windisch

General Sales Manager

Office: 417-447-1821

Cell: 417-496-9362



From: Pham, Courtney T <CPham@MissouriState.edu>
Sent: Wednesday, June 8, 2022 4:51 AM**To:** Paul Windisch <paul.windisch@summitmediacorp.com>**Subject:** Re: Professional Sales Class Follow Up

Good morning Paul,

Please see the attached syllabus for my Professional Sales class. Let me know if you have questions/concerns. I will need to call you to confirm the steps of the projects (cold calls and group presentation) before Monday.

Talk to you soon.

Courtney

From: Pham, Courtney T <CPham@MissouriState.edu>
Sent: Friday, May 13, 2022 12:36 PM**To:** Paul Windisch <paul.windisch@summitmediacorp.com>**Subject:** RE: Professional Sales Class Follow Up

Hi Paul,

It was great to see you as well! Thanks for lunch. I love to hear you're wanting to publish your experience on sales. In fact, I sent an email hoping to connect with Renie who recently edited a sales book for Kaplan Publishing. I am following up with some acquisition editors to see if they can get in touch with you to move forward with it. I hope to hear back from them soon.

This is great to help me start on framing the project. I am hammering out the details for my syllabus, and I will share with you when I get back from Europe.

Talk to you soon. Have a great weekend.

Courtney

From: Paul Windisch <paul.windisch@summitmediacorp.com>
Sent: Thursday, May 12, 2022 11:34 AM
To: Pham, Courtney T <CPham@MissouriState.edu>
Subject: Professional Sales Class Follow Up

CAUTION: External Sender

Courtney,

So great to see you yesterday! Excited for the possibilities of this class.

To recap, I will represent the owner of the following 3 businesses. If your students choose me, they will then decide which of these businesses they are going to call on to ultimately try to sell either radio advertising on one (or multiple) of our 4 radio stations, or digital marketing, or both radio and digital combined.

I have attached a media kit that gives information about each of our radio stations. As they learn this info, it will allow them to ensure they are choosing the right station(s) based on the business needs, and reaching the right potential customers.

I have also attached a simple summary sheet of the digital marketing options that the students can choose from when deciding what's right for the business.

One thing we will have to decide is how to factor in pricing for the radio stations and digital marketing. That can get pretty complicated because there are so many options. I'm trying to think of a way to keep that really simple for them, but I haven't come up with it yet.

The 3 businesses are:

Zeal Integrated Health: <https://www.zealintegratedhealth.com/>

Nixa Hardware & Seed: <https://nixahardware.com/>

The Ski Shack: <https://www.theskishack.com/>

Please let me know how much information you want about these businesses, beyond what they can find by researching them.

I've also attached an updated Bio of myself.

Finally, here are the best days and times available for students to reach out to me to try and set appointments, do a customer needs analysis meeting, and then present their plan.

Mondays between 2p and 4p
 Tuesdays between 9a and 10:30a
 Thursdays between 10a and Noon
 Fridays between Noon and 2p

I know there will be a few days during that 4 week class where I'm completely unavailable. I'll try to give you a heads up on those days before they happen.

Please let me know what else you need at this point.

Thanks.

Paul Windisch
 General Sales Manager
 Office: 417-447-1821
 Cell: 417-496-9362



This message originated outside Missouri State University. Please use caution when opening attachments, clicking links, or replying.

**MKT 352-899: Professional Sales
Summer 2022**

Instructor	Ms. Courtney Pham
Email	CPham@MissouriState.Edu
Office	Glass 211
Marketing Dept	Glass 238
Phone	417-836-4124
Marketing Dept #	417-836-5413
Class Meetings	Online
Office Hours	By Appointment Only via virtual medium

Response Time: The instructor response time is 24 hours for questions posted in Blackboard and sent via email; this response time excludes weekends and official college closures. If you would like additional assistance, you may email me to arrange an online chat or phone consultation. All assignments and discussions will be graded within one week of due date.

Book: Selling: Building Partnerships, 11th Edition by Stephen Castleberry and John Tanner (CONNECT code included)

Your textbook for this course will be delivered through Missouri State's StreamlinED program. This means that digital access to your text is available as a VitalSource ebook within this course's Blackboard site. Your student account has been charged for access to this text, so you do not need to purchase this book elsewhere. However, if you would like a print version of the text to go along with this digital version, you may purchase a loose-leaf version of the text at the bookstore for a discounted price. If you have additional questions about how your course materials are being delivered, or would like to opt-out, please reference this website:
www.missouristatebookstore.com/StreamlinED/

Course Objectives *Prerequisite: MKT 350*

1. To acquaint you, the student, with the importance of selling and with the validity of selling as a post-graduation career, as well as to make you aware of the many types of professional selling positions available.
2. To familiarize you with the various techniques used in selling situations, so that upon successful completion of this course you will have an advantage over other individuals in entry level sales positions. Added benefits of this course include an enhancement of your interviewing skills and an increased awareness of the manipulative sales techniques used by salespersons you deal with in the marketplace.
3. To provide you with experiential learning opportunities in the relatively safe environment of the classroom. Learning to sell is any many ways like learning to ride a bike, i.e. you learn by doing.
4. The course utilizes lectures, case studies, role playing, and guest speakers from industry.

Contacting the Instructor: Email is the best way to contact your instructor. Please include "MKT 352 Sect. 899" in your subject line.

Emails sent during the week (Monday – Friday), will be responded to within 24 hours. Emails received over the weekend or during breaks/holidays will be receive a response within 48 hours. I can be reached by phone Monday - Friday during designated business hours (except on when the university is closed). If you leave a message, I will return your call within 24 hours during the week. If you leave a message after 5:00 p.m. on Friday or on the weekend it will be the following Monday before I will be able to return your call.

For class related questions, there is a forum on the Discussion Board available titled "Open Discussion". I will check the Discussion Board on a daily basis and will answer questions as needed. I also highly encourage students to read and respond to postings from their classmates. Part of the nature of this class is for students to help each other troubleshoot problems and develop critical-thinking skills and working through questions on the forum is an excellent method to develop proficiency in these areas.

Student Success: At Missouri State University we are committed to student success. A key element to your success as a student is to engage in all course activities and to communicate with your instructor. If you anticipate or experience academic barriers during the course, contact your instructor right away so you can discuss options.

Attendance Policy: Online courses require lots of interaction. It is expected that you will log into your blackboard course at least 4-5 times per week.

Time Zone: The course is being delivered in Springfield, Missouri, thus the platform's clock is set to observe Central Time Zone (CST). Please be aware of this as you are submitting assignments and completing quizzes and exams.

Grading Policy: Knowledge of material will be assessed through exams, Connect homework/cases, and discussion boards.

For the summer semester, you will be required to utilize a homework platform called Connect (Blackboard integrated) from the publisher of your textbook, McGraw-Hill Education. This is a highly personalized, online learning platform. Connect combines all of your learning tools: e-Reader, multimedia, activities and assessments into a cohesive Learning Path that guides you through the content.

Course Assignment Descriptions

Homework: You are assigned 16 assignments and five application-based activities (ABA)/video cases accessible via Connect. These must be completed by the assigned due dates (typically by a week's end). I strongly recommend doing the HW assignments as early as possible since they are all available very early in the semester. **There will be no late hw assignments accepted for points. All Connect assignments are due on July 8.**

Exams: You will have two (2) exams in this class, a midterm and a final. Each exam is worth 100 points. They are given online, via Connect, and are open-book, open-note, and open-Internet. Each

exam will be opened for a period of 24 hours (12:00 a.m. – 11:59 p.m.). The exams will have a due time of 11:59 p.m. on the due date.

Discussion Board: Each discussion will cover either a concept from our book/my lecture or a current event. You are required to post a response to the initial discussion question, and respond to at least two (2) of your classmates on different dates (one post on each day for a total of three posts on three different dates to get full credit). In order to receive full credit for discussion postings, all initial discussions and reply comments must be posted on time and contain a minimum of 25 words. Most of the discussions are reflective, however, if you share or quote something to back up your opinion, you must cite your sources. Please refer to the **Discussion Board Rubric** located in the *Syllabus* section of this course. While you are required to respond to at least two other students' post, I encourage you to respond to as many of these threads as you would like. This is a great way to find a good partner for your cold calls/group presentation projects.

Sales/Cold Call Role Play: The purpose of this exercise is to develop your questioning and sales call preparation skills. You will team up with another classmate and make a total of two calls. In this role play, you will sign up with one of the industry experts (more information in Bb) and make a cold call. It takes much research, detailed preparations, and great effort to find a new customer. The important part of the preparation is to arrange a sales call with the decision maker in the buying firm. Remember, this is a new account and you do not have any purchase history.

- ***First cold call:*** Your goal is to call and leave a message with an introduction to try to get the prospect to call you back. Even though you are teamed up with a partner, each person will still need to make the first phone call (1st person to call and 2nd person to follow up later so you decide in your team who will be caller #1 vs. caller #2).
- ***Second call when prospect calls back:*** Your team's first goal is to come up with a list of questions designed to collect relevant information and to listen intently for prospect's pain points. Your second goal is to secure an appointment so you may present your product resolutions to close a sale.

Team Presentation: The purpose of this exercise is to deepen your understanding of the techniques covered in class. You will work with your partner to submit via email a written report (do not list) to include the followings:

1. Planning information: Summarize the information you learned from the cold call. Focus only on relevant information gathered from your questions.
2. Sales Call objectives
3. FAB analysis: Refer to your book for the outline
4. SPIN questions: what questions you will use to discover your prospect's needs.
5. Anticipated objections and response methods: What possible objections the buyer may use during the presentation, and how will you handle them.
6. Closing and terms: How will you close and what terms to discuss with buyers.
7. Your team's PPT slides

Your actual presentation video will be submitted on Goreact video recording software, and not blackboard. You will be sent a link to sign up for the Goreact software that you will need to record your role play. You will find your grade breakdown in the rubric for the assignment on blackboard.

You will find the breakdown of the points below:

Exams	2 @ 100 points	= 200 points
Connect Homework	16 @ 5 points	= 80 points
ABA/video cases	5 @ 10 points	= 50 points
Discussion Boards	2 @ 10 points	= 20 points
Sales/ Cold Call Role Play	10 pts (1) /40 pts (1)	= 50 points
Group Presentation/report	1@100 points	= 100 points
TOTAL		500 points

Grades will be assessed as follows:

A	450 – 500 points
B	400 – 449.9 points
C	350 – 399.9 points
D	300 – 349.9 points
F	0 – 299.9 points

Grade Discrepancy

Students are allowed one week after each test, quiz, or assignment to consult with me regarding any discrepancy in their grade. (Discrepancy being: no credit for a DB, a grade dispute, incorrect posting to blackboard, etc.). Once the one week time period has elapsed, the posted grade will stand and cannot be disputed. You may be asked to make a written request for reconsideration of the grade within the one week grace period.

Exam/Assignment Policies

- You have exactly 60 minutes to take your exam.
- You will have a 1-day window in which to take your exam.
- No make-up exams will be given unless the instructor determines the situation to be exceptional. You will be required to submit proof of the circumstance. You must contact me within 24 hours of a missed exam deadline.
- If the instructor deems that the missed exam was due to a compelling circumstance, a make-up exam may be given at the instructor's discretion.
- Make-up exams are rarely granted. If, in the rare circumstance, a make-up exam is allowed, the instructor reserves the right to lower the exam grade by one letter grade.
- All tests & quizzes **must be taken on laptops or pc's, NOT ON iPhones or iPads**
- **Failure to complete** an assignment, quiz, or test **by the deadline will result in a grade of zero**
- Plus / minus grading is NOT used in this class.

Technology: The use of technology is a part of our everyday lives at the university and there is important information you should know about your own computer's capabilities, Internet access, Blackboard, and other technology tools whether you are participating in a classroom on campus or taking an online class. For information on the basic computer requirements to be successful in class visit the [Knowledge Base for Computer Requirements](#) on the Missouri State University website.

It is strongly recommended that, in addition to your standard means of access, you have an alternative plan for acquiring course materials, should your computer fail to function, or your Internet connectivity becomes disrupted. The MSU campus library is an excellent option if it is nearby; otherwise, most public libraries offer Internet access. If you have a laptop computer, then familiarity with local "hotspots" might also serve you well. It is your responsibility to actively and proactively address technical problems, therefore, develop a plan to address technical problems before they arise. If you need assistance with Blackboard the MSU helpdesk can be reached by phone at 417-836-5891 or by emailing HelpDesk@MissouriState.edu. You can also visit the [Help Desk website](#) for a live chat option.

Blackboard Ally: To help ensure you have access to your digital learning materials in formats that work for your different devices, learning needs, and preferences, Blackboard includes a new tool called Ally. Next to your course files, you'll find an icon for a dropdown menu. Simply click the icon and select "Alternative Formats." You'll see a list of options from which to choose. Download speed will depend on the size file.

Depending on the type of document, you may find some or all of the options below available:

- An OCR'd PDF which is used to improve the text of scanned documents
- A Tagged PDF with improved navigation, especially if you use a screen reader
- An HTML version that will be adjusted text for your mobile devices
- An ePub version if you use an eReader or tablet
- An Electronic Braille version if you're a braille reader
- An audio version for listening to an MP3

Explore the [Accessibility website](#) to learn about ways we are working to improve accessibility at MSU.

Netiquette:

Please adhere to proper netiquette when communicating with your peers. Be respectful of each other's opinions and try to be professional at all times. You may find the [Core Rules of Netiquette](#) helpful for information on proper conduct when interacting with others online. As the instructor, I reserve the right to remove any discussion I deem to be disrespectful or offensive and any student displaying disrespectful conduct in the discussion area will be subject to the university's student conduct policy.

Academic Dishonesty:

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the [University's academic integrity policy](#) plus additional more-specific policies for each class. A copy of the university policy, formally known as the "Student Academic Integrity Policies and Procedures" is also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

PLEASE SEE CLASS SCHEDULE BELOW

Tentative Class Schedule

Date	Topics Covered	Assignments Due
Day 1 June 13	Introductions, Chapter 1: Selling and Salespeople Chapter 2: Ethical and Legal Issues	Homework 1 & 2 Introduction DB 1 & 2 (due June 19) Application-Based Activity #1
Day 2 June 14	Chapter 3: Buying Behavior and the Buying Process Chapter 4: Using Communication Principles to Build	Homework 3 & 4 Application-Based Activity #2 Video Case #1 <i>Submit team member and topic</i>
Day 3 June 15	Chapter 5: Adaptive Selling for Relationship Building	Homework 5 Video Case #2
Day 4 June 16	Chapter 6: Prospecting Chapter 7: Planning the Sales Call	Homework 6 & 7
Day 5 June 20	Chapter 8: Making the Sales Call Chapter 9: Strengthening the Presentation	Homework 8 & 9
Day 6 - June 21 12 am - 11:59 pm	Midterm Exam Open-book, open-note	Chapters 1 - 9
Day 7 June 22	Chapter 10: Responding to Objections Chapter 11: Obtaining Commitment	Homework 10 & 11
Day 8 June 23	Chapter 12: Formal Negotiation	Homework 12 <i>Cold Calls Project #1 due</i>
Day 9 June 27	Chapter 13: Building Partnering Relationship Chapter 14: Building Long-Term Partnerships	Homework 13 & 14 Video Case #3
Day 10 June 28	Chapter 15: Managing Your Time and Territory Chapter 17: Managing Your Career	Homework 15 & 16 <i>Cold Calls Project #2 due</i>
Day 11 - June 29 12 am - 11:59 pm	Final Exam Open-book, open-note	Chapters 10-15; 17
June 30 (Day 12) July 4 (Day 13)	Group Presentation on GoReact Due Last day to withdraw or declare Pass/No Pass Independence Holiday	<i>Submit report and PPT slides via email</i> <i>Record your presentation on GoReact.</i>
Day 14 July 5	Group Presentation	
Day 15 July 6	Group Presentation	
Day 16 July 7	Group Presentation	



TODAY'S
KITS
94.7 FM
COUNTRY'S BEST



COUNTRY
94.7
KITS

KITS
KITS
KITS
KITS
KITS
KITS
KITS
KITS
KITS
KITS

KITS
KITS
KITS
KITS
KITS
KITS
KITS
KITS



Declaration of John Caracciolo

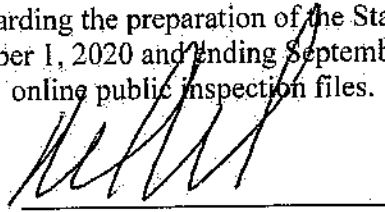
I, Darryl Grondines, declare under penalty of perjury that the following information is true and correct.

I am the Senior Vice President of SummitMedia, LLC, which wholly owns the licensees of KRVI, Mount Vernon, Missouri (Fac. ID 55165) and KSGF-FM, Ash Grove, Missouri (Fac. ID 2924) (the Stations). This Statement is submitted in response to the April 24, 2023 letter of Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division, Enforcement Bureau, Federal Communications Commission, concerning a random audit of the Stations' EEO compliance (the "EEO Audit Letter").

I have reviewed the forgoing response to the EEO Audit Letter, and the information contained therein is correct to the best of my knowledge and belief.

In response to Question 2(b)(vi) of the EEO Audit Letter, the licensee affirms that it is not aware of any discrimination complaints filed against it during the current license term of any of the stations listed in the forgoing response to the EEO Audit Letter.

In addition, I have personal knowledge regarding the preparation of the Stations' EEO Public File Reports covering the period from October 1, 2020 and ending September 30, 2022 were timely prepared and uploaded to the Stations' online public inspection files.



Darryl Grondines
Senior Vice President
SummitMedia, LLC

Executed on this ___ day of June, 2023