

**Exhibit 3**

Documentation of Recruitment for Vacancies

## **Requisition Job Details**

### **Director/General Manager WQPT**



## **Western Illinois University**

### **Company Description**

Western Illinois University, accredited by the Higher Learning Commission, serves over 7,500 students at its traditional, residential four-year campus in Macomb, IL and its metropolitan branch campus in Moline, IL.

### **Job Description**

Western Illinois University seeks a committed, creative, and strategic leader to serve as Director and General Manager for WQPT Public Television, the university's public media service in the Western Illinois region. Reporting to the Assistant Vice President/Administrator of the Quad Cities Campus, the Director/General Manager is responsible for all aspects of WQPT Quad Cities Public Television. This includes managing personnel, budget, fundraising, technology, grants, public service, educational outreach, and station integration with Western Illinois University. This position works closely with Western Illinois University administration, faculty, staff, students, and community members to manage the WQPT station and to strengthen WQPT and the University's outreach and brand throughout the region.

The Director/General Manager oversees development of programming, manages the integrated operations of WQPT, coordinates community and educational outreach activities, maintains symbiotic collaboration between the station and the University, and establishes and implements organizational goals and objectives within a strategic plan. The Director/General Manager is responsible for station finances and fundraising, with an emphasis on donor cultivation, securing grants, and achieving local, state, and federal funding for WQPT. The Director/General Manager maintains an advisory board, and oversees daily station operations and sustainable finances while developing and implementing initiatives that expand WQPT-PBS audience and mission throughout the region.

The chosen candidate must possess experience and current familiarity with the mission of Public Television, and must be an effective leader of people. The successful candidate will provide direct leadership and supervision to the WQPT unit within Western Illinois University, and engage in creative and productive collaborations between the station and Western Illinois University, area schools, agencies, organizations, and individual supporters of public television.

**APPOINTMENT:** October 1 or negotiated start date.

**COMPENSATION:** A competitive salary commensurate with qualifications and experience will be provided to the successful candidate.

Western Illinois University offers a comprehensive benefits package including domestic partner benefits. For full benefit information visit:  
[http://www.wiu.edu/human\\_resources/benefits/](http://www.wiu.edu/human_resources/benefits/).

### **Job Requirements**

#### **Required Qualifications:**

- ? Bachelor's degree from an accredited institution in business, education, broadcasting, communication, public relations, or other field related to the requirements of this position.
- ? Minimum of 5 years full-time experience in public television or non-profit agency, two or more of those years in a management level position.
- ? Leadership experience with strategic planning, operations management, and staff supervision.
- ? Demonstrated success managing and planning sustainable finances, securing grants and funding, and advocating for an organization by engaging legislators.
- ? Demonstrated success with significant fundraising campaigns at a public television station that resulted in an increased donor base and revenue generation.
- ? Proven record of developing community partnerships and educational outreach initiatives.
- ? Ability to work productively in the context of a complex organization.

#### **Preferred Qualifications:**

- Master's degree from an accredited institution.
- 5 or more years in a management level position at a public television station.
- Demonstrated experience expanding a public television station's audience.
- Knowledge of technical elements of public broadcasting and emerging technologies.
- Experience managing a unit within a university or college.

For a degree to be considered, it must be conferred from a regionally accredited degree-granting institution of higher education (or equivalent from an international accrediting body).

### **Additional Information**

## About Western Illinois University:

Since 1902, Western Illinois University has provided outstanding educational opportunities to individuals in west central Illinois and well beyond our region and state. WIU's traditional residential campus in Macomb, Illinois, is the educational, cultural and athletic center of the region, while the WIU-Quad Cities non-residential branch campus in Moline, Illinois, is the only public university in the immediate Quad Cities region.

More than 66 undergraduate degree programs, nearly 40 graduate programs and two doctoral programs prepare students for a successful career after graduation. Outside the classroom at Western, concerts, lectures, presentations, films, dance performances and more are performed each year, along with numerous major theatrical and dance productions and studio shows, as well as a variety of service-oriented projects and activities, all in a diverse and inclusive campus environment. The Multicultural Center is home to four cultural and resource centers: The Gwendolyn Brooks, Casa Latina, the Women's Center, and the LGBT\*QA Resource Center. These cultural and resource centers promote WIU's goal of enhancing diversity, equity, and inclusion through educational programming and advocacy.

The University's athletics program, based on the Macomb campus, sponsors 19 NCAA Division I intercollegiate men's and women's varsity sports. Football competes in the NCAA Division I Football Championship Subdivision through the Missouri Valley Football Conference; all other varsity sports compete at the Division I level through The Summit League.

WIU-Macomb, IL (Student Population: 6,432): A traditional, residential four-year campus offering a comprehensive slate of undergraduate and graduate programs, including a doctorate in education, WIU-Macomb is located in the heart of west central Illinois in Macomb (population 20,000). Amtrak provides twice-daily service from Macomb to Chicago (and point in-between). Macomb is located approximately 75 miles from the Quad Cities International Airport (Moline, IL) and 70 miles from the Greater Peoria Regional Airport (Peoria, IL).

WIU-Quad Cities (Student Population: 1,192): The only public university in the Quad Cities area, WIU-QC offers select undergraduate and graduate programs, including a doctorate in education and a doctorate in environmental studies, at its metropolitan, non-residential campus in Moline, IL.

### **Application Instructions**

Applicants will be required to upload a letter of application and current curriculum vitae or resume, as well as provide contact information for at least three professional references for their online application. Unofficial transcripts are required at the time of application; however, candidates chosen for on-campus visits will be required to submit official transcripts for continued consideration.

Please upload the requested documents by clicking **APPLY NOW** or by navigating to the WIU Employment page at the following URL: <http://www.wiu.edu/employment/>

Screening will begin on September 6, 2021.

Western Illinois University endeavors to provide a safe environment for its employees

and students and requires candidates to submit to a background investigation upon offer of employment. Employment is contingent upon compliance with University policies and procedures relating to the receipt and evaluation of information contained in the background investigation.

Western Illinois University is an Affirmative Action and Equal Opportunity employer with a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including, but not limited to, minorities, veterans, women and individuals with disabilities. WIU has a non-discrimination policy that includes discrimination based on an individual's membership in the following classes: sex, race, color, sexual orientation, gender identity, gender expression, religion, age, marital status, national origin, disability, genetic information, veteran status, and any other classes protected by state or federal law. Western Illinois University is a drug-free, smoke-free workplace.

Questions regarding the search may be directed to \_\_\_\_\_ at \_\_\_\_\_  
@wiu.edu.

For assistance with the online application system contact the Human Resources at (309) 298-1971 or via email at HR-Recruitment@wiu.edu.

### Internal Description

[ No Internal Description provided ]

<b>Job Type:</b> FT - Continuous	<b>Reference Number:</b> --
<b>Job Category:</b> Administrative, Professional & Staff Positions	<b>Monitor Number:</b> --
<b>Department:</b> WIU QC Administration	<b>Fiscal Year:</b>
<b>URL:</b> --	<b>Reference Job Template ID:</b> --



# Campaign Summary

Western Illinois University

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
2585129	10/25/2021 39 days	BlacksInHigher Ed.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2585122	10/26/2021 38 days	Chronicle.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445032	08/19/2021 60 days	WomenAndHigh erEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445023	08/19/2021 60 days	BlacksInHigher Ed.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2585126	10/25/2021 39 days	WomenAndHigh erEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2585124	10/25/2021 39 days	HispanicsinHigh erEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445033	08/19/2021 60 days	DisabledInHigh erEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2470908	09/03/2021 365 days	gqchcc.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2447107	08/19/2021 30 days	Current.org	Director/General Manager WQPT	135431	\$299.00
Invoice To:					

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
2445038	08/19/2021 60 days	LGBTinHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2585131	10/25/2021 39 days	LGBTinHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445022	08/19/2021 60 days	VeteransinHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445029	08/19/2021 106 days	HigherEdJobs.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2585123	10/25/2021 39 days	AsiansInHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445024	08/19/2021 109 days	Indeed.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445028	08/19/2021 60 days	HispanicsinHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445034	08/20/2021 62 days	Chronicle.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2585132	10/25/2021 39 days	NativeAmericansinHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445037	10/07/2021 57 days	IllinoisJobLink.illinois.gov	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2445027	08/19/2021 60 days	NativeAmericansinHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					

Campaign Summaries are Quotes. A separate invoice(s) will be sent after client approval and confirmation of cost from the media vendor.

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
2585128	10/25/2021 39 days	DisabledInHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2443674	08/19/2021 60 days	AsiansInHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2585125	10/25/2021 39 days	VeteransinHigherEd.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					
2470910	09/03/2021 365 days	QuadCitiesChamber.com	Director/General Manager WQPT	135431	\$0.00
Invoice To:					

**Total:** \$299.00



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# Employment

## Open Positions

Open positions are posted here as they become available. [Learn more about Western Illinois University employment opportunities.](#)

- [Director/General Manager \(WQPT PBS\)](#)
- [Director of Outreach and Education \(WQPT PBS\)](#)
- [Office Support Associate \(WQPT PBS\)](#)

## AA/EO Employer

Compliance with state and federal hiring standards is coordinated through Western Illinois University's Office of Equal Opportunity & Access. Western Illinois University is an Affirmative Action and Equal Opportunity employer with a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including, but not limited to, minorities, women and individuals with disabilities. Western Illinois University has a non-discrimination policy that includes sex, race, color, sexual orientation, gender identity, gender expression, religion, age, marital status, national origin, disability, genetic information and veteran status. [See complete policy statement.](#)

## Background Checks

Western Illinois University endeavors to provide a safe environment for its employees and students and requires candidates to submit to a background investigation upon offer of employment. Employment is contingent upon compliance with University policies and procedures relating to the receipt and evaluation of information contained in the background investigation.

## Employment Resources

[WIU Human Resources](#)

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[WIU Employment Opportunities](#)

[Equal Opportunity and Access](#)

[Dual Career Options](#)

[Accreditation](#)

[Applicant Tracking System Login](#)

### WATCH

- Schedule & Highlights
- KIDS Schedule
- WQPT On Demand
- WQPT Livestream
- WQPT PBS Passport
- The Cites with Jim Mertens
- Explore with Mr. Scott
- Whitney Reynolds

### WQPT KIDS

- Kids Home
- Kids Programs
- WQPT KIDS Club
- Information for Parents
- Resources
- Imagination Station
- First Book Program
- PBS ScratchJr

### SUPPORT

- Donate Now
- Get Passport
- Sustaining Membership
- Leadership Circle
- Volunteering
- Become a Sponsor
- Our Sponsors
- Vehicle Donation

### ABOUT WQPT PBS

- Overview
- Contact Us
- Station News
- Outreach
- Station Events
- Help & FAQ
- Advisory Board
- Reports & Filings

### JOIN OUR E-MAIL LIST.

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WQPT PBS is a public media service of  
**W** | **Western Illinois**  
**University**

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[FCC Public Inspection File](#) | [EEO Annual Report](#) | [FCC Application](#)

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Jobelephant.com Tearsheet # 2445029

Tearsheet saved: 9/12/2021. Ad Start Date: 2021-08-19.

Ad Stop Date: 2022-07-14

Saved from URL: <https://www.higheredjobs.com/details.cfm?JobCode=177592129>

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## Director/General Manager WQPT

[Western Illinois University](#)

Macomb, IL

[Apply on Institution's Website](#)



**Type:** Full-Time  
**Posted:** 08/25/2021



Director/General Manager WQPT

**Category:** Administrative, Professional & Staff Positions  
**Department:** WIU QC Administration  
**Locations:** Moline, IL  
**Posted:** Aug 17, 2021  
**Closes:** Open Until Filled  
**Type:** FT - Continuous

### About Western Illinois University:

Western Illinois University, accredited by the Higher Learning Commission, serves nearly 7,500 students at its traditional, residential four-year campus in Macomb, IL and its metropolitan branch campus in Moline, IL. Compliance to state and federal hiring standards is coordinated through WIU's Office of Equal Opportunity & Access.

Western Illinois University is an Affirmative Action and Equal Opportunity employer with a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including, but not limited to, minorities, veterans, women and individuals with disabilities. WIU has a non-discrimination policy that includes discrimination based on an individual's membership in the following classes: sex, race, color, sexual orientation, gender identity, gender expression, religion, age, marital status, national origin, disability, genetic information, veteran status, and any other classes protected by state or federal law.

### Job Description:

APPOINTMENT: October 1, 2021

#### RESPONSIBILITIES:

Western Illinois University seeks a committed, creative, and strategic leader to serve as Director and General Manager for WQPT Public Television, the university's public media service in the Western Illinois region. Reporting to the Assistant Vice President/Administrator of the Quad Cities Campus, the Director/General Manager is responsible for all aspects of WQPT Quad Cities Public Television. This includes managing personnel, budget, fundraising, technology, grants, public service, educational outreach, and station integration with Western Illinois University. This position works closely with Western Illinois University administration, faculty, staff, students, and community members to manage the WQPT station and to strengthen WQPT and the University's outreach and brand throughout the region.

The Director/General Manager oversees development of programming, manages the integrated operations of WQPT, coordinates community and educational outreach activities, maintains symbiotic collaboration between the station and the University, and establishes and implements organizational goals and objectives within a strategic plan. The Director/General Manager is responsible for station finances and fundraising, with an emphasis on donor cultivation, securing grants, and achieving local, state, and federal funding for WQPT. The Director/General Manager maintains an advisory board, and oversees daily station operations and sustainable finances while developing and implementing initiatives that expand WQPT-PBS audience and mission throughout the region.

The chosen candidate must possess experience and current familiarity with the mission of Public Television, and must be an effective leader of people. The successful candidate will provide direct leadership and supervision to the WQPT unit within Western Illinois University, and engage in creative and productive collaborations between the station and Western Illinois University, area schools, agencies, organizations, and individual supporters of public television.

**RANK & SALARY:** Negotiable, commensurate with experience. Western Illinois University offers a competitive benefits package including domestic partner benefits. For full benefit information visit: [http://www.wiu.edu/vpas/human\\_resources/benefits/](http://www.wiu.edu/vpas/human_resources/benefits/).

### Requirements:

#### REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution in business, education, broadcasting, communication, public relations, or other field related to the requirements of this position.
- Minimum of 5 years full-time experience in public television or non-profit agency, two or more of those years in a management level position.
- Leadership experience with strategic planning, operations management, and staff supervision.
- Demonstrated success managing and planning sustainable finances, securing grants and funding, and advocating for an organization by engaging legislators.
- Demonstrated success with significant fundraising campaigns at a public television station that resulted in an increased donor base and revenue generation.
- Proven record of developing community partnerships and educational outreach initiatives.
- Ability to work productively in the context of a complex organization.

#### PREFERRED QUALIFICATIONS:

- Master's degree from an accredited institution.
- 5 or more years in a management level position at a public television station.
- Demonstrated experience expanding a public television station's audience.
- Knowledge of technical elements of public broadcasting and emerging technologies.
- Experience managing a unit within a university or college.

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## Jobelephant.com Tearsheet # 2445029

Tearsheet saved: 9/12/2021. Ad Start Date: 2021-08-19.

Ad Stop Date: 2022-07-14

Saved from URL: <https://www.higheredjobs.com/details.cfm?JobCode=177592129>

For a degree to be considered, it must be conferred from a regionally accredited degree-granting institution of higher education (or equivalent from an international accrediting body). Unless otherwise stated, the degree must be "in hand" at the time of application.

### Additional Information:

**THE UNIVERSITY:** Since 1902, Western Illinois University has provided outstanding educational opportunities to individuals in west central Illinois and well beyond our region and state. WIU's traditional residential campus in Macomb, Illinois, is the educational, cultural and athletic center of the region, while the WIU-Quad Cities non-residential branch campus in Moline, Illinois, is the only public university in the immediate Quad Cities region.

Western is a comprehensive university offering 62 undergraduate and 41 graduate degree programs, which includes an Ed.D. in educational leadership and a Ph.D. in environmental science. The University's 442 full-time faculty members teach 94 percent of all undergraduate and graduate courses.

**WIU-Macomb, IL:** A traditional, residential four-year campus with distinctive undergraduate degrees and numerous graduate programs, including a doctorate in education, WIU-Macomb is located in the heart of west central Illinois in Macomb (population 20,000). Macomb is an Amtrak city with twice-daily service to Chicago.

**WIU-Quad Cities:** Western Illinois University's Quad Cities campus in Moline, IL is the public university of the metropolitan area and beyond. Located on the Mississippi River, WIU Quad Cities features state-of-art classrooms and laboratories, environmentally friendly buildings, and breathtaking views. WIU Quad Cities students live and work in the Quad Cities area, and engage in academic, career, and wellness focused activities on campus and in the community. The Quad Cities area is a vibrant community with a low cost of living, access to educational opportunities, and offers ample entertainment, cultural, and recreational amenities.

WIU's Macomb campus is the educational, cultural and athletic center of the region. Annually, 12 major theatrical and dance productions and studio shows are performed, along with outstanding concerts, lectures, presentations, films, dance performances and more. The Gwendolyn Brooks and Casa Latina cultural centers offer programs and activities focusing on Black and Hispanic cultures, while the Women's Center promotes gender equity through education, support and advocacy. WIU's student organization for the lesbian, gay, bisexual, transgender, queer/questioning and ally (LGBTQ<sup>+</sup>A) community provides resources, support and programming. These cultural and resource centers promote WIU's goal of enhancing diversity, equity, and inclusion through educational programming and advocacy.

The University's athletics program, based on the Macomb campus, sponsors 17 NCAA Division I intercollegiate men's and women's varsity sports. Football competes in the NCAA Division I Football Championship Subdivision through the Missouri Valley Football Conference; all other varsity sports compete at the Division I level through The Summit League.

### Application Instructions:

Applicants will be required to upload a letter of application and current curriculum vitae or resume, as well as provide contact information for at least three professional references for their online application. Unofficial transcripts are required at the time of application; however, candidates chosen for on-campus visits will be required to submit official transcripts for continued consideration.

Please upload the requested documents by clicking APPLY NOW or by navigating to the WIU Employment page at the following URL <http://www.wiu.edu/employment/>

**\*\*Note\*\*** In order to upload Individual documents must be under 2 MB in size.

Screening will begin on September 6, 2021.

Western Illinois University endeavors to provide a safe environment for its employees and students and requires candidates to submit to a background investigation upon offer of employment. Employment is contingent upon compliance with University policies and procedures relating to the receipt and evaluation of information contained in the background investigation.

Questions regarding the search may be directed to: Audrey Adamson at [anw-adamson@wiu.edu](mailto:anw-adamson@wiu.edu).

For assistance with the online application system contact the Office of Human Resources at (309) 298-1971 or via email at [hr-recruitment@wiu.edu](mailto:hr-recruitment@wiu.edu).

**To apply, visit** <https://wiu.interviewexchange.com/jobofferdetails.jsp?JOBID=135431&CNTRNO=0&TSTMP=0>

jeid-f11a61cd85a4964da70a229fad4d4b9

Western Illinois University is an Affirmative Action/Equal Opportunity employer and has a strong institutional commitment to diversity. WIU has a non-discrimination policy that includes sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status.

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# CS Job Posting - Admin Interface

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<b>ID:</b>	505
<b>Position:</b>	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)
<b>Category:</b>	managerial
<b>Work Area:</b>	WQPT PBS
<b>Class Title:</b>	Program Coordinator
<b>Code:</b>	5002
<b>Effective Date:</b>	Jan 11, 2021
<b>Responsibilities:</b>	<p><u>Educational Services</u></p> <ul style="list-style-type: none"> <li>• The Director of Education and Outreach at WQPT PBS plans and implements PK-8 classroom instruction, educator professional development and engagement activities.</li> <li>• Initiates and manages partnerships with state department(s) of education, school districts, schools, classroom teachers, libraries, agencies, organizations, museums and businesses by spearheading classroom instructional visits, educational events and educational workshops that drive awareness and use of public media educational resources.</li> <li>• Collaborates in writing grants and raising funds for WQPT Educational Outreach, utilizing Public Broadcasting Service (PBS) educational initiatives, through contacts with individuals, foundations, businesses and PBS representatives.</li> <li>• Manages the WQPT Educational Outreach service, which provides a host of literacy opportunities to parents, providers, teachers and children through classroom visits, workshops, free book distributions, events and professional development.</li> <li>• Supervises contractual and volunteer educational consultants on a variety of projects, determining their responsibilities, training requirements, curriculum, work time, fees and evaluation.</li> <li>• Supervises education part time staff as required.</li> <li>• Administers the WQPT First Book Club for at-risk preschool and elementary children, selecting books, teachers, literacy liaisons and eligible classrooms.</li> <li>• Writes text for educational content on station website, monthly program guide, social media and various newsletters.</li> <li>• Assists with fundraising events.</li> <li>• Collaborates with other public media stations on promoting PBS Learning Media to educators and the media.</li> </ul>

- Partners with other Illinois public media stations to conduct research and to write grants as determined by the Illinois Public Broadcasting Council's Education Collaborative.
- Prepares the qualitative and quantitative evaluations of outreach projects and completes required analysis and reporting to PBS, CPB and local funders.
- Monitor PBS educational resources and integrate technology into outreach activities.

Community Outreach

- Participates in planning for educational components of station events.
- Creates activities and attends evening and weekend events sponsored by the station or other community organizations.
- Recruits, trains and manages WQPT Ambassador program.
- Recruits, trains and manages WQPT Literacy Liaison program, education interns and other education volunteers.

Station Assignments

- Plans, prepares and monitors the station's budget for education and outreach
- Build community contacts for raising social capital and real dollars, including board and committee responsibilities for related organizations.
- Participate in on-air and in-person station outreach activities.

<p><b>Qualifications:</b></p>	<p>1. Bachelor's degree in education, communications or related field  2. One (1) year experience teaching, working with educators, educational institutions and learners of all ages and backgrounds</p> <p>*Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1 year) of work experience.</p>
<p><b>Additional:</b></p>	
<p><b>Salary:</b></p>	<p>\$3538/mo</p>
<p><b>Deadline:</b></p>	<p>Jan 28, 2022</p>

Edit    Delete



# Campaign Summary

Western Illinois University

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
2773591	01/12/2022 16 days	LGBTinHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2565226	10/14/2021 1 day	LGBTinHigherEd.com	Director of Outreach and Education-Quad Cities	505	\$0.00
Invoice To: Human Resources					
2509574	09/20/2021 11 days	AsiansInHigherEd.com	Director of Outreach and Education-Quad Cities	505	\$0.00
Invoice To: Human Resources					
2668286	11/29/2021 30 days	Chronicle.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2773594	01/12/2022 16 days	HigherEdJobs.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2740488	12/27/2021 8 days	VeteransinHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2565228	10/14/2021 2 days	Indeed.com	Director of Outreach and Education-Quad Cities	505	\$0.00
Invoice To: Human Resources					
2773593	01/12/2022 17 days	MacombAreaChamber.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2773596	01/12/2022 16 days	DisabledInHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					



<b>Ad Number</b>	<b>Start Date Duration</b>	<b>Publication</b>	<b>Job Title</b>	<b>Department PO# (if any)</b>	<b>Ad Price</b>
2509566	09/20/2021 12 days	Chronicle.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2740497	12/27/2021 9 days	Indeed.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2740486	12/27/2021 8 days	WomenAndHigh erEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2740495	12/27/2021 8 days	AsiansInHigher Ed.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2565231	10/14/2021 1 day	HispanicsinHigh erEd.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2740491	12/27/2021 8 days	LGBTinHigherE d.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2565234	10/14/2021 1 day	AsiansInHigher Ed.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2773597	01/12/2022 16 days	AsiansInHigher Ed.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2740489	12/27/2021 8 days	BlacksInHigher Ed.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2565223	10/14/2021 1 day	WomenAndHigh erEd.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2773598	01/12/2022 16 days	BlacksInHigher Ed.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					

<b>Ad Number</b>	<b>Start Date Duration</b>	<b>Publication</b>	<b>Job Title</b>	<b>Department PO# (if any)</b>	<b>Ad Price</b>
2743749	12/29/2021 6 days	HigherEdJobs.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2668291	11/25/2021 30 days	Indeed.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2509569	09/20/2021 11 days	HispanicsinHigherEd.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2668283	11/24/2021 29 days	WomenAndHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2668293	11/24/2021 29 days	DisabledInHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2565229	10/14/2021 1 day	MacombAreaChamber.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2773592	01/12/2022 17 days	Indeed.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2668288	11/24/2021 29 days	LGBTinHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2509560	09/20/2021 11 days	DisabledInHigherEd.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2509559	09/20/2021 12 days	Indeed.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2773589	01/12/2022 16 days	VeteransinHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
2743747	12/29/2021 7 days	Chronicle.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2509528	09/20/2021 11 days	WomenAndHigh erEd.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2668290	11/29/2021 29 days	HigherEdJobs.c om	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2668292	11/24/2021 29 days	HispanicsinHigh erEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2509570	09/20/2021 11 days	BlacksInHigher Ed.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2668287	11/24/2021 29 days	VeteransinHigh erEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2509563	09/20/2021 11 days	NativeAmerican sinHigherEd.co	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources <sup>m</sup>					
2773599	01/12/2022 16 days	NativeAmerican sinHigherEd.co	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources <sup>m</sup>					
2740490	12/27/2021 8 days	DisabledInHigh erEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2509558	09/20/2021 11 days	VeteransinHigh erEd.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2743748	12/29/2021 6 days	MacombAreaCh amber.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
2509568	09/23/2021 8 days	MacombAreaChamber.com	Director of Outreach and Education-Quad Cities	505	\$0.00
Invoice To: Human Resources					
2565224	10/14/2021 1 day	VeteransinHigherEd.com	Director of Outreach and Education-Quad Cities	505	\$0.00
Invoice To: Human Resources					
2740494	12/27/2021 8 days	NativeAmericansinHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources <sup>m</sup>					
2773590	01/12/2022 17 days	Chronicle.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2509572	09/20/2021 11 days	LGBTinHigherEd.com	Director of Outreach and Education-Quad Cities	505	\$0.00
Invoice To: Human Resources					
2565235	10/14/2021 1 day	BlacksInHigherEd.com	Director of Outreach and Education-Quad Cities	505	\$0.00
Invoice To: Human Resources					
2668297	11/24/2021 29 days	NativeAmericansinHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources <sup>m</sup>					
2668295	11/24/2021 29 days	BlacksInHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2773595	01/12/2022 16 days	HispanicsinHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2509565	Invalid date	IllinoisJobLink.illinois.gov	Director of Outreach and Education-Quad Cities	505	\$0.00
Invoice To: Human Resources					
2668294	11/24/2021 29 days	AsiansInHigherEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					

Campaign Summaries are Quotes. A separate invoice(s) will be sent after client approval and confirmation of cost from the media vendor.

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
2565225	10/14/2021 2 days	Chronicle.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2565236	10/14/2021 1 day	NativeAmerican sinHigherEd.co	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources <sup>m</sup>					
2740496	12/27/2021 8 days	HispanicsinHigh erEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2773588	01/12/2022 16 days	WomenAndHigh erEd.com	Director of Outreach and Education, WQPT-PBS (Quad Cities campus)	505	\$0.00
Invoice To: Human Resources					
2565230	10/14/2021 1 day	HigherEdJobs.c om	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2668289	11/29/2021 29 days	MacombAreaCh amber.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2565233	10/14/2021 1 day	DisabledInHigh erEd.com	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
2509573	09/20/2021 11 days	HigherEdJobs.c om	Director of Outreach and Education- Quad Cities	505	\$0.00
Invoice To: Human Resources					
<b>Total:</b>					<b>\$0.00</b>

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# Employment

## Open Positions

Open positions are posted here as they become available. [Learn more about Western Illinois University employment opportunities.](#)

- [Director of Outreach and Education \(WQPT PBS\)](#)
- [Office Support Specialist \(WQPT PBS\)](#)

## AA/EO Employer

Compliance with state and federal hiring standards is coordinated through Western Illinois University's Office of Equal Opportunity & Access. Western Illinois University is an Affirmative Action and Equal Opportunity employer with a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including, but not limited to, minorities, women and individuals with disabilities. Western Illinois University has a non-discrimination policy that includes sex, race, color, sexual orientation, gender identity, gender expression, religion, age, marital status, national origin, disability, genetic information and veteran status. [See complete policy statement.](#)

## Background Checks

Western Illinois University endeavors to provide a safe environment for its employees and students and requires candidates to submit to a background investigation upon offer of employment. Employment is contingent upon compliance with University policies and procedures relating to the receipt and evaluation of information contained in the background investigation.

## Employment Resources

[WIU Human Resources](#)

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[WQPT On Demand](#)  
[WQPT PBS LIVEstream](#)  
[WQPT PBS Passport](#)  
[The Cites with Jim Mertens](#)  
[Explore with Mr. Scott](#)  
[Whitney Reynolds](#)

### WQPT KIDS

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[Kids Programs](#)  
[WQPT KIDS Club](#)  
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## Fwd: WQPT

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**HR Examination**

@wiu.edu>

Thu, Oct 14, 2021 at 10:09 AM

To:

@wiu.edu>

Good Morning!

### Office Support Associate-QC

We had this posted thru October 11th-with no applicant response/no register to use either  
Would you like me to try and post for you again for an additional 14 days-I would be happy to-let me know.

### Director of Outreach and Education-QC; WQPT-PBS-Program Coordinator

This position has been posted thru Friday, October 15.

I have 3 currently on the register.

I am attaching a 4th applicant for you to review and let me know if you feel meets qualifications.

Please let me know.

Thank you for your assistance.

Have a great rest of your day!

Thank you,



### Human Resources | Examination

Western Illinois University

Sherman Hall 105 | 1 University Circle, Macomb, IL 61455

Phone: (309) - | Fax: (309) - | [wiu.edu/hr](http://wiu.edu/hr)



----- Forwarded message -----

From: **WIU HR Employment** <[@wiu.edu](mailto:@wiu.edu)>

Date: Wed, Oct 13, 2021 at 9:52 AM

Subject: Re: WQPT

To: <[@wiu.edu](mailto:@wiu.edu)>, HR Examination <[@wiu.edu](mailto:@wiu.edu)>

I'm going to ask and to give you an update on your open positions.



### Human Resources | Employment

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# CS Job Posting - Admin Interface

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<b>ID:</b>	585
<b>Position:</b>	WQPT-TV Program Assistant <b>**QC Campus**</b>
<b>Category:</b>	support
<b>Work Area:</b>	WQPT PBS
<b>Class Title:</b>	Program Assistant
<b>Code:</b>	5001
<b>Effective Date:</b>	Aug 9, 2022
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Assist with negotiating media fees and trades and placement of station's external radio and television</li><li>• Responsible for coordinating creative content and information provided to production personnel (internal or outsourced) to create on-air marketing, underwriting, special event and promotional</li><li>• Assist with preparation of budgets for grants, special projects and annual department budget.</li><li>• Liaison between master control, traffic, production and programmers</li><li>• Manage YOUTUBE and PBS Video App</li><li>• Assists with preparing, managing and monitoring a cost-effective station marketing</li><li>• Assists with developing creative strategies and internal and external advertising and communication campaigns to enhance the station's image and promote the station's events, programming and</li><li>• Assists with collection of materials and copywriting and production of WQPT's monthly program</li><li>• Assists with the design and content of the station's</li><li>• Assists with writing station press releases and overseeing distribution to media</li><li>• Researches and obtains marketing grants that may be available from PBS or other program</li><li>• Represents the station at meetings, community events and other public</li><li>• Appear as on-air talent as needed.</li><li>• Cultivates relationships with local entertainment venues and businesses to promote their upcoming events</li><li>• Coordinates information for viewer communication, including viewer letters/emails.</li></ul>

	<ul style="list-style-type: none"> <li>• Assists Assistant Director of Development with the selection of premium items and</li> <li>• Assists with preparation of budget for Marketing.</li> <li>• Supervises intern.</li> <li>• Assists with monthly program guide, prepare promos</li> <li>• Enters WQPT programming data into Nielsen software</li> </ul>
<b>Qualifications:</b>	<p><b>CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in Communication, Marketing, or closely related field.</li> <li>2. Experience in media communication preferred.</li> </ol>
<b>Additional:</b>	<b>**Located on the WIU Quad Cities campus**</b>
<b>Salary:</b>	<b>\$2,765/month</b>
<b>Deadline:</b>	<b>Sep 6, 2022</b>

Edit    Delete



# Campaign Summary

Western Illinois University

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
3398938	08/26/2022 11 days	AsiansInHigherEd.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398936	08/26/2022 11 days	HigherEdJobs.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398932	08/26/2022 11 days	HispanicsinHigherEd.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398933	08/26/2022 11 days	MacombAreaChamber.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398930	Invalid date	IllinoisJobLink.illinois.gov	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398929	08/26/2022 11 days	NativeAmericansinHigherEd.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398931	08/26/2022 11 days	DisabledInHigherEd.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398928	08/26/2022 12 days	Indeed.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398935	08/29/2022 15 days	Chronicle.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					

Ad Number	Start Date Duration	Publication	Job Title	Department PO# (if any)	Ad Price
3398926	08/26/2022 11 days	WomenAndHigherEd.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398937	08/26/2022 11 days	BlacksInHigherEd.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398934	08/26/2022 11 days	LGBTinHigherEd.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
3398927	08/26/2022 11 days	VeteransinHigherEd.com	WQPT-TV Program Assistant QC Campus	585	\$0.00
Invoice To: Human Resources					
<b>Total:</b>					<b>\$0.00</b>



2022-2023 Report: Email exchange documenting that the Production Assistant vacancy was posted to the WIU Human Resources Webpage and to Facebook.

< @wiu.edu>

---

## Reminder: Requisition Status - WQPT PBS Program Assistant

6 messages

---

To: < @wiu.edu > @interviewexchange.com> Mon, Aug 8, 2022 at 3:39 PM

Hirezon | 

08/08/2022  
**WIU CIVIL SERVICE**

Dear HR,

This is a reminder. A requisition has been submitted to you for review and approval.

**Title/Name:** WQPT PBS Program Assistant

**Form:** Request To Fill / Reclassify

Please [click here](#) to view the requisition.

For any questions or clarifications, please contact WIU CIVIL SERVICE Human Resources.

For any technical or system assistance, please contact us via the online [Help Desk](#) at Interview Exchange.

Thank you for using the Interview Exchange.

Interview Exchange Support

---

To: < @wiu.edu > @wiu.edu> Tue, Aug 9, 2022 at 9:19 AM

I am touching base to discuss advertising for the Program Assistant vacancy.

I will need to know how long you would like to advertise. We typically do a minimum advertisement of two weeks.

Beyond the WIU webpage and Facebook, HR utilizes a third party, JobElephant, that places our openings on various sites such as Indeed and HigherEd.

If you have any further questions, please let me know.



**Human Resources | Examination**

Western Illinois University

Sherman Hall 103 | 1 University Circle, Macomb, IL 61455

Phone: (309) - | Fax: (309) - | [wiu.edu/hr](http://wiu.edu/hr)



[Quoted text hidden]

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To: <@wiu.edu>  
<wiu.edu>

Tue, Aug 9, 2022 at 9:29 AM

Please advertise for 4 weeks. Thank you!

Thank you,



General Manager

309- - , ext. | @wiu.edu

[3300 River Drive, Moline, Illinois 61265](http://3300.River.Drive.Moline.Illinois.61265)

pronouns: she/her/hers

[wqpt.org](http://wqpt.org)



WQPT is a public media service of Western Illinois University.

[Quoted text hidden]

---

To: <@wiu.edu>  
<@wiu.edu>

Tue, Aug 9, 2022 at 3:07 PM

Hi ,

Your position for Program Assistant is posted. Please review and let us know if any changes need to be made.  
[Civil Service Postings - Employment - Western Illinois University \(wiu.edu\)](#)

Thanks,



**Human Resources | Examination**

Western Illinois University

Sherman Hall 103 | 1 University Circle, Macomb, IL 61455

Phone: (309) - | Fax: (309) - | [wiu.edu/hr](http://wiu.edu/hr)



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# Employment

## Open Positions

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- [Program Assistant](#)

## AA/EO Employer

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