



GEORGIA PUBLIC BROADCASTING

ANNUAL EEO FILE REPORTS

2004

**Georgia Public
Telecommunications Commission**

**EEO Public Inspection File Report
(Combined)**

November 5, 2004

Georgia Public Telecommunications Commission Vacancies Filled

December 1, 2003 to December 1, 2004

Position Name	Date Posted	Posting Method	No. of App	No. of Interviews	Recruitment Source for Each Interviewee	No. Hired	Recruitment Source by Hired Applicant(s)	Recruitment Resource#
Radio Operation Technician C-1-04	1/8/2004	INTERNAL	4	4	Internal Email	1	Internal Email	GPTC Recruitment Resource Bank
Data Transcriber C-2-04	2/4/2004	INTERNAL & EXTERNAL	19	4	Internal Email, GPB Website	1	GPB Website	GPTC Recruitment Resource Bank
GPB TV Production Assistant C-3-04	2/17/2004	INTERNAL & EXTERNAL	31	3	GPB Website	1	University of Georgia	GPTC Recruitment Resource Bank
Sr. Education Project Coordinator C-4-04	2/18/2004	INTERNAL & EXTERNAL	47	0	Recruitment Canceled	0	Recruitment Canceled	GPTC Recruitment Resource Bank
Television Program Manager C-5-04	3/10/2004	INTERNAL & EXTERNAL	54	15	GPB Website	1	GPB Website	GPTC Recruitment Resource Bank
Member & Audience Services Associate C-6-04	3/31/2004	INTERNAL & EXTERNAL	90	7	GPB Website	1	GPB Website	GPTC Recruitment Resource Bank
Language Arts Education Project Manager C-7-04	7/23/2004	INTERNAL & EXTERNAL	23	4	GPB Website (3), National Council for Teacher's & Educators (1)	1	GPB Website	GPTC Recruitment Resource Bank
Radio Operations Manager C-8-04	8/17/2004	INTERNAL & EXTERNAL	41	7	GPB Website(6), DACCS Computer Network Service (1)	1	DACCS Computer Network Service	GPTC Recruitment Resource Bank
Program Services Coordinator C-9-04	10/1/2004	INTERNAL	2	0	N/A	0	Position Still Vacant. No Interviews. Evaluating Candidates.	GPTC Recruitment Resource Bank
Traffic Supervisor C-10-04	10/1/2004	INTERNAL	1	1	Internal Email	1	Internal Email	GPTC Recruitment Resource Bank
Media Encoding Technician C-11-04	10/12/2004	INTERNAL & EXTERNAL	13	0	N/A	0	Position Still Vacant. No Interviews. Evaluating Candidates.	GPTC Recruitment Resource Bank
News Director C-12-04	11/4/2004	INTERNAL & EXTERNAL	N/A	N/A	N/A	N/A	Position Still Vacant. Recruitment began 11-4-04.	GPTC Recruitment Resource Bank

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
South Georgia Technical College 1583 Southridge Road Americus, Ga. 31709	912-931-2057	malissa@southga.tec.ga.us
Rocky Mountain PBS 2200 Bonforte Blvd. Pueblo, Co. 81001	719-549-2196	t samora@ktsc.pbs.org
Champlain College 163 South Willard Street Burlington, Vt. 05401	802-860-2720	Patricia Boera Career Planning Office
North Carolina A&T State University Office of Career Services Murphy Hall Rm 101 Greensboro, N.C. 27411	336-334-7755	ocs@ncat.edu
University Of Georgia Clark Howell Hall Athens, Ga. 30602	706-542-8431	Charles Perry
Albany State University 504 College Drive Albany, Ga. 31705	912-430-4654	gewms@asurams.edu kimber@asurams.edu jdent@asurams.edu
PBS 1320 Braddock Place Alexamdria, Va. 22314	703-739-8444	Lorie Odum
Michigan Radio 500 South State 5000 LSA Bldg. Ann Arbor, Mi 4819-1382	734-764-9210	michigan.radio@mich.edu
Shaw University 118 East South Street Raleigh, N.C. 27601 912-931-2057	919-546-8298	Phyllis E. Doster
Global Workforce & Community Service Morris Brown College 643 Martin Luther King Dr. Atlanta, Ga. 30314 404-739-1320	404-739-1320	N/A
Massachusetts Communication College 142 Berhrelgy Street Boston, Ma. 02116	617-267-7910x314	k.hughue@masscomm.edu

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
WFRC-FM P.O. Box 33630 Amherst, Ma. 01003-3630	413-545-2546	Brualia V. Caban
Elizabeth City State University Campus Box 804 1704 Weeksville Road Elizabeth City, N.C. 27909	252-335-3692	Brutus N. Jackson
Citrus Hearing Impaired Program 105 S.E. Highway 19 Crystal River, Florida 34423	352-795-5000	
WAUS-FM Berrien Springs, Mi 49104	616-471-3400	waus@adrews.edu Sharon Dudgeon
Fisk University Career Services 1000 17thAv. North Nashville, Tn 37208	615-329-8631	crogan@dubois.fisk.edu
University Of Vermont L/L, E Building Burlington, Vt. 05405	802-656-3450	career@200.uvm.edu
WCLK-FM 111 James P. Brawley Dr. SW. Atlanta, Ga 30314	404-880-8274	wwilliam@cau.edu
Maryland Public Television 11767 Owing Mills Blvd. Owing Mill, Md. 21117	410-581-4122	hr@mpt.org
American Forces Korea Network Unit #15324/Box 112 APO AP 96205	011-822-7914-6393	mcguireca@afkn.dorea.army.mil
New Jersey Public Broadcasting Authority P.O. Box 777 Trenton, N.J. 08625-0777	609-777-5013	smcphil@njn.org
Fl. West Coast Public Broadcasting 1300 North Blvd. Tampa, Fl 33607	813-254-9338	
Valdosta State University Powell Hall-West Valdosta, Ga. 31698	912-333-5942	dhargett@valdosta.edu
WBGU-TV 245 Troup Street Bowling Green, Oh. 43403	419-372-7003	dlowry@wbgu.bgsu.edu

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
KION 88.1 FM P.P.I 1288 N. Bellflower Blvd. Long Beach, Ca. 90815	562-985-5566	kionradio@earthlink.net
Eastern Michigan University/WEMU-FM 426 King hall Ypsilanti, Mi. 48197	734-487-2229	wemu@emich.edu
WMPG 96 Falmouth Street Box 9300 Portland, Maine 04104-9300	207-780-4943	
KPCC Southern California Public Radio 1570 E. Colorado Blvd. Pasadena, Ca. 91106	626-585-7000	mail@scpr.org
KM UW-FM 3317 E. 17th Street Wichita, Ka. 67208	316-978-6709	kmuw@twsa.edu
Wisc. Public Radio/Television 821 University Ave. Madison, Wi. 53706	608-263-9763	Betsy Bendrick bendrick@wpt.org
KVCR-TV/FM 701 S. Mt. Vernon Ave. San Bernardino, Ca. 92410	909-888-6511x1602	kvcr.pbs.org
Connecticut Public Radio 240 New Britain Ave. Hartford, Ct. 06106	860-278-5310	ctpubradio@aol.com
WTTW 5400 S. St. Louis Ave. Chicago, IL 60625	773-509-5423	
KPBS News 5200 Campanile Drive San Diego, Ca 92182	619-265-6438	marcotte@mail.sdsu.edu
KCOZ College of the Ozarks Point Lookout, Mo. 65726	417-335-2618	Jae Jones
West Virginia Public Radio 600 Capitol Street Charleston 25301	304-556-4900	

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
KCSM 1200 West Hillsdale Blvd. San Mateo, Ca. 94402	650-574-6586	info@kcms.pbs.org
KSUI 710 5. Clinto St. Bldg. Iowa City, IA. 52242-1030	319-335-5730	John Fishcher
Malcolm X College 1900W. Van Buren Chicago, II 60612	312-850-7078	Career Development Office
Central State University Career Services Center Wilberforce, Oh 45384	937-376-6383	ccrawford@ces.edu
Norfolk State University 700 Park Ave. Norfolk, Va. 23504	757-823-2075	Ben Ellis
KMOS-TV Wood 11 Central Missouri State University Warrensburg, Mo. 64093	660-543-4155	Fred Hunt
WITF, Inc. P.O. Box 2954 1982 Locust Lane Harrisburg, Pa. 17105	717-236-6000	humanresources@witf.org
WGVU-TV, WGVU-AM, WGVS-AM&FM 301 W. Fulton Grand Rapids, Mi. 49504	616-771-6737	wgvu@gvsu.edu
Owens Community College P.O. Box 10000 Toledo, Oh. 43699	419-661-7617	
Florida A&M University Tallahassee, FI/ 32307	850-599-3353	Delores Dean ddean@famuedu
Vermont Public Television 88 Ethan Allen Ave. Colcheste, Vt. 05446	802-655-4800	view@vpt.org
Paine College 1235 15 th Street Augusta, Ga. 30901	706-821-8307	Dr. Radiah Umoh
KNPB Channel 5 1670 N. Virginia Street Reno, Nv. 89503	775-784-4555	cheryl@knpb.org

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
KOCV 201 West University Odessa, Tx. 79764	915-335-6336	kocv@odessa.edu
University of Georgia College of Journalism & Mass Communications Athens, Ga. 30602	706-542-2006	Terri Baker Emily Smith
Georgia Southern University P.O. Box 8091 Statesboro, Ga. 30460	912-681-0531	Reed Smith, Ph D
WQPT-TV 6600 34th Ave. Moline, IL 61265	309-796-2424	Rick Best
KTWU/Channel 11 1700 SW College Topeka, Ks 66621	785-231-1111	Lauri Nichols
Atlanta VA Regional Hospital 1700 Clairmont Rd. Decatur, Ga. 30033	404-929-5844	
Corporacion De Pr Para La Difusion Publica P.O. Box 190909 San Juan , Pr. 00919-0909	787-766-0505	
Butler Street YMCA 22 Butler Street, N.E. Atlanta, Ga. 30303	404-659-0915	Viola Waddell Brown
Wider Opportunities for Women 815 15th Street, N.W. Suite 916 Washington, D.C. 20005	202-638-3143	
Board of Regents 270 Washington Street Atlanta, Ga. 30334	404-657-1332	Human Resources Office
Careers @ Work 4549 Chamblee Dunwoody Rd. Atlanta, GA. 30338	770-677-9441	Todd Green
NAACP P.O. Box 115087 Atlanta, Ga. 30310	404-756-9091	Saundra Douglas
MAHJ 1193 National Press Building Washington, D.C. 20009	202-662-7145	mahj@mahj.org

Georgia Public Telecommunications Commission

Recruitment Resource Bank

Dec 1, 2003– Dec 1, 2004

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
Georgia Assoc. for Community Education GSU P.O. Box 8133 Statesboro, Ga. 30460	912-681-5247	shesmith@saix2.cc.gasou.edu
Catholic Social Services 680 West Peachtree Street, N.W. Atlanta, Ga. 30303	404-885-7487	gpalmer@archdioces.com
National Black Arts Festival 659 Auburn Ave. Atlanta, Ga. 30312	404-730-7315	
EPA-Hispanic Employment 61 Forsyth Street, S.W. 15th Floor-GW/UIC Section Atlanta, Ga. 30303		Magda S. Castillo
Governor's Children & Youth Coordinating Council 10 Park Place South, Suite 410 Atlanta, Ga. 30303	404-656-9345	Judy Reynolds
Greater Columbus Urban League 802 1st Ave. Columbus, Ga. 31901	706-323-3687	Rochelle Perkins
Metropolitan OIC, Inc. 818 Pollard Blvd. Atlanta, Ga. 30315	404-522-6422	
The Atlanta Urban League, Inc. 100 Edgewood Ave., N.E., Suite 600 Atlanta, Ga. 30303	404-659-1150	
Savannah, State University P.O. Box 20524 Savannah, Ga. 31404	912-356-2285	brownt@savstate.edu
Emory University 1784 N. Decatur Road, Suite 200 Atlanta, Ga. 30322	404-727-0510	Michael Brock Emory Career Center
Clayton State College & State University 5900 North Lee Street Morrow, Ga. 30260	770-961-3518	Joan McElroy
DeKalb Technical College 495 N. Indian Creek Drive Clarkston, Ga. 30021	404-297-9522	

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
Thomas Technical Institute 15689 US Hwy 19 North Thomasville, Ga 31792	912-225-4096	
Albany Technical Institute 1021 Lowe Road Albany, Georgia 31701	912-430-3500	
Ogeechee Technical Institute 1 Joe Kennedy Blvd. Statesboro, Ga. 30458	1-800-646-1316	
Swainsboro Technical Institute 346 Kite Road Swainsboro, Ga. 30401	912-289-2200 /2215	
Savannah Technical Institute 5717 White Bluff Road Savannah, Ga 31406	912-351-6423	
Okefenokee Technical Institute 1701 Carswell Avenue Waycross, Ga 31501	912-287-6584	
Alatmaha Technical Institute 1777 West Cherry Street Jesup, Ga 31545	912-427-5800	
Valdosta Technical Institute PO Box 928 Val Tech Road Valdosta, Ga 31603-0928	229-333-2100	
West Georgia Technical Institute 303 Fort Drive LaGrange, GA 30240	706-845-4339	
Flint River Technical Institute P.O. Box 1089 Thomaston, GA 30286	706-646-6163	
Columbus Technical Institute 928 45th St./Manchester Expressway Columbus, Ga 31904-6572	770-229-3227	
Carroll Technical Institute 997 South Highway 16 Carrollton, Ga 30116	770-836-6807	
Atlanta Technical Institute 1560 Metropolitan Pkwy, SW Atlanta, Ga 30310	404-756-0932	
Griffin Technical Institute 501 Varsity Road Griffin, Ga 30223	770-229-3227	

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
Augusta Technical Institute 3116 Deans Bridge Road Augusta, Ga 30906	706-771-4000	
Gwinnett Technical Institute 5150 Sugarloaf Parkway Lawrenceville, Ga 30046-1505	770-962-7580	
Devry Institute of Technology 250 N. Arcadia Avenue SW Decatur, Ga. 30030	404-292-7900	
Connecticut School of Broadcasting 1355 Terrell Mill Rd SE Bldg 1472 Suite 100 Marietta, Ga. 30067	404-607-8880	
Bainbridge College Dir of Voc. Technical Education US Hwy 84 East Bainbridge, Ga. 31717	229-248-2500	
Coastal Georgia Community College 3700 Altama Avenue Brunswick, Ga 31520-3644	1-800-675-7235	Division Chairman
Clayton College & State Univ. School of Technology PO Box 285 Morrow, Ga 30260	770-961-3400	
Dalton College 213 N. College Drive Dalton, Ga. 30720 Attn: Director	706-272-2557	
Ga. Dept of Tech & Adult Ed. 1800 Century Place Atlanta , Ga. 30345-4504	404-679-1700	Kenneth Breeden , Commissioner
Athens Tech 800 US Hwy 29 N Athens, Ga 30601-1500	706-355-5000	Career & Plan/Placement Office Dale Gibson
East Central Tech PO Box 1069 Fitzgerald , Ga. 31750	229-468-2000	
Chattahoochee Tech 980 S. Cobb Drive Marietta, Ga 30060	770-528-4545	
Southern Polytechnic State University 1100 South Marietta Pkwy Marietta, Ga. 30060-2896	770-528-7200	

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
Coosa Valley Tech 785 Cedar Avenue Rome, Ga 30161-6757	706-295-6963	
Heart of Georgia Tech 560 Pinehill Road Dublin, Ga 31021	478-274-7765	
Lanier Tech PO Box 58 Oakwood, Ga 30566	770-531-6300	
Macon Tech 3300 Macon Tech Drive Macon, Ga 31206	478-757-3400	
Middle Georgia Tech 1311 Corder Road Warner Robins, Ga 31088	478-988-6800	
Moultrie Tech 361 Industrial Drive Moultrie, Ga 31768	229-891-7000	
North Georgia Tech PO Box 65 Clarkston, Ga. 30523	706-754-7700	
North Metro Tech 5198 Ross road Acworth, Ga 30102	770-975-4000	
Pickens Tech 100 Pickens Tech Drive Jasper, Ga. 30143	706-692-3411	
Sandersville Regional Tech PO Box 6179 Sandersville, Ga 31082	478-553-2050	
South Georgia Tech 1583 Southerfield road Americus, Ga 31709-8104	912-931-2252	
Southeastern Tech 3001 East 1st Street Vidalia, Ga 30474	912-538-3100	
Northwestern Tech Institute(Walker) 265 Bicentennial Trial Rock Springs, GA 30739	706-764-3510	
Albany Herald 126 N. Washington Street Albany, Ga. 31702-0048	912-888-9398	

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
Atlanta Journal/Constitution P.O. Box 4689 Atlanta, Ga. 30302	404-526-5179	
Atlanta Daily World 145 Auburn Ave. Atlanta, Ga. 30335	404-659-1110	
Savannah Morning News P.O. Box 1088 Savannah, Ga. 31402	912-652-0203	Denise
Augusta Chronicle P.O. Box 1928 Augusta, Ga. 30903-1 928	706-724-0851/706-828-4373	Kim
Columbus Ledger P.O. Box 711 12 th Street Columbus, Ga. 31902	706-576-6236	
Macon Telegraph 120 Broadway Macon, Ga. 31201	478-744-4269/478-744-4200	Jessica
Georgia Association of Broadcasters 8010 Roswell Rd, Suite 260 Atlanta, Ga. 30350	770-395-7200	
Georgia Merit System Suit 502, West Tower 200 Piedmont Ave., S.E. Atlanta, Ga. 30334-5100	404-656-2705	
Albany-Macon Times 813 Forsyth Street, Albany, GA, 31202.	912-432-7070	
The Atlanta Inquirer 947 Martin Luther King Jr Drive NW, Post Office Box 92367, Atlanta, GA, 30314	404-523-6086	
The Atlanta Tribune L&L Communications, Inc., 875 Old Roswell Road Suite C-100, Roswell, GA, 30076;		plottier@mindspring.com
	404-587-0501	

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
AUC Digest Atlanta University Center, Post Office Box 3191, Atlanta, GA, 30302;	404-523-6136.	
The Atlanta Voice 633 Pryor Street, Post Office Box 2123, Atlanta, GA, 30312;	404-524-6426.	
The Columbus Times 2230 Buena Vista Road, Columbus, GA, 31907	404-324-2404	Editor Helmut Gertjegerdes
Fort Valley Herald 315 North Carmellia Boulevard, Post Office Box 899, Fort Valley, GA, 31030	912-825-7000.	
The Herald 1803 Barnard Street, Post Office Box 486, Savannah, GA, 31402	912-232-4505	
Metro County Courier Post Office Box 2385, Augusta, GA, 30903	404-724-6556	
The Savannah Tribune 916 Montgomery Street, Post Office Box 2066, Savannah, GA, 31402	912-233-6128	
Rockdale Citizen Newspaper P.O. Box 136 Conyers, Georgia 30012	770-483-3140	Kellie
Current Magazine	202-463-7055	
Chronicle of Philanthropy	202-466-1230	
Corporation for Public Broadcasting Website	202-879-9600	
PBS Express Job line		
The Job Site (state agency recruitment website)	404-657-2843	thejobsite-info@gms.state.ga.us
TV Jobs.Com	1-877-988-9808	Mark C. Holloway

**Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004**

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
MonsterTrak.com	1-800-999-8725	William Raiford
Hot Jobs .Com	786-437-3575	Areil Mordetsky
RESA (Regional Education Services Agencies)		barp@ellijay.com hchambers@cpresa.org hcooper@hom.net jhuntley@roman.net mcallawa@doe.k12.ga.us Meridith_Walker@does.k12.ga.us mresa@mresa.org rbellamy@okresa.org tnelson@csra.c-savannah.resa.k12.ga.us
Georgia Public Broadcasting Website	404-685-2262	Doug St. James
Atlanta Press Club	404-577-7377	Susan Asher
West Ga. College	770-836-6500	bbrewer@westga.edu
Southern Polytechnic University	770-528-7391	bmcdonald@spsu.edu
Morehouse College	404-215-2644	bmclaurin@morehouse.edu
Georgia State University		cbbutts@gsu.edu
Clark Atlanta University	404-880-8000	cppc@cau.edu
Spelman College	404-270-5273	dlindsay@spelman.edu
Oglethorpe University	404-261-1441	eolaughlin@oglethorpe.edu sdominick@oglethorpe.edu
University of Georgia		fpurcell@uga.edu
Atlanta Art Institute	770-394-8300	kelekcu@aia.edu
Devry Institute	404-292-7900	Kim Molee kmolee@admin.atl.devry.edu
Kennesaw State University	770-423-6000	pjones@kennesaw.edu
Atlanta College of Art	404-733-5073	reliang.tsang@woodruffcenter.org
Interactive College of Technology		sjarrad@ict-ils.edu
Atlanta Inter Continental University	1-888-999-4248	sjenkins@buckhead.aiuniv.edu buckhead.aiuniv.edu
Georgia Institute of Technology	404-894-2550	sonia.mcallister@success.gatech.edu

Georgia Public Telecommunications Commission
Recruitment Resource Bank
Dec 1, 2003– Dec 1, 2004

*Note: All recruitment resources listed were contacted by GPTC for the advertising and posting of positions. No resource listed specifically requested recruitment information from GPTC.

ADDRESS OF RECRUITMENT SOURCE	PHONE NO.	CONTACT PERSON
Clayton State College	770-960-4186	Angelyn Cheyne andelyncheyne@mail.clayton.edu
NCTE (National Council Teacher's & Educater's) 1111 W. Kenyon Road Urbana, Illinois 61801-1096	217-328-3870 or 877-369-6283	http://www.ncte.org/forms/classified/cfad.asp
DACCS Radio Service Computer Network	404-685-2682 or 404-685-2677	St. John Flynn/Susanna Capelouto
National Association of Hispanic Journalists 1000 National Press Building 529 14 th Street NW Washington, DC 20045	202-662-7483 Fax: 202-662-7144	Leticia Salazar www.nahj.org

List of Initiatives

5. **Provide a list and brief description of initiatives undertaken to satisfy the requirement to complete four "menu options" within a two-year period.**

- (v) Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.**

Georgia Public Broadcasting has created an internship program with the collaboration of all divisions to establish guidelines and criteria for internships. This team is responsible for laying the framework for seasonal internships as well as reviewing procedures and internship needed within the organization, that will benefit undergraduate/graduate students that are seeking experience or requiring college based credit. Georgia Public Broadcasting has two existing internship opportunities, the Lawmakers and the Education Technology program internships.

The Lawmakers Program recruits for 6/7 interns, which covers the Georgia General Assembly. This program offers a compensated internship for college students or graduates within the community interested in broadcasting, journalism, political science or video production. The internship allows opportunities for interns to learn to collect research, writing, producing and editing stories as well as learning to perform editing on the Panasonic News Byte editing system, robotic camera operation, the Chyron character generator, Teleprompter and other technical equipment. The program is offered each year during January, February, March and April or during the Legislative Session. Usually, there are approximately 50 work dates based on the schedule of the legislature. The program was completed for 2001, 2002, 2003 and 2004. We are currently recruiting for 2005.

The Education Technology Program recruits for 6/7 interns during both the Summer and Fall. This program was implemented in 2003 and is still active for 2004. The Education Technology program offers a compensated internship for undergraduate and graduate students pursuing a degree with an emphasis or interest in web development software such as MacroMedia Flash, Shockwave, Dreamweaver, etc. Interns focus on web multi-media development and graphic design. Interns must be available to work approximately 20 hours per week. These internship opportunities are usually eligible for Class Credit or Student Evaluation if coordinated with interns' college or university. The work performed during this internship experience is designed to support initiatives with the GPB Television and Education Divisions as well as with Zoo Atlanta.

- (viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for a higher-level position.**

Georgia Public Broadcasting, through the Human Resources Office coordinates, provides and develops ongoing training in-house and training that is outsourced by public and private vendors to assist employees with attaining additional skills needed to perform their overall job responsibilities or for higher-level positions or responsibilities. Training provided for employees have proven to enrich individual skills and abilities. Some areas of training include **Microsoft Suite, (Word, Excel, Power Point and Access)** and **Project 2000** for administrative and clerical level workers and data entry clerks; **File Management Training Course** for clerical personnel that are responsible for archiving and maintaining confidential documents; **Management Training Courses**, for upper level management and new supervisors, which consist of a two-day class that assesses and demonstrates the necessary communication styles needed to impact building rapport, providing feedback and working with coworkers, supervisors, customers and vendors; **Digital Training** for specialized staff responsible for the Business Continuity Planning of the organization in conjunction with the state of Georgia's compliance to have prepared and ready an Emergency Disaster Plan; **CPR and AED, Automated External Defibrillators Training** sponsored by the American Heart Association and the American Red Cross to train and certify administrative and other staff within each division area as well as employees that work

outdoors such as our Ga. Outdoors crew, which work off-site at various remote locations both indoor and outdoor and employees responsible for hosting and managing events, facilitating meetings, and have employees engaged in work that requires them to be exposed to physical hazards on the job; **Work Away Training**, where employees are selected as coordinators to keep track and coordinate the telework & alternate work site agreements in place for employees that work condensed work weeks; **FLSA Training**, for personnel workers to be abreast of the laws and standards for employees and their work schedule requirements and other specialized **Graphic Design and Editing training** in the area of broadcast engineering and production. Some of these trainings are Adobe PhotoShop, Digital Training Classes for Maintenance and Satellite Engineers, Avid Editing, Trouble Shooting, and Avid Media Composer.

(x) Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.

Each year Georgia Public Broadcasting participates in at least 4 job fair/ career day events sponsored by educational institutions to promote and encourage career opportunities in broadcasting. Some of these events are as follows: **University of Georgia's Grady College of Journalism Job Fair and Expo** in January 2004; **Emory University Career Fair** (February 2004); **Georgia Student Media Festival Event** (May 2004) hosted by the Peach Star Education Services where students participated in a writing contest to cultivate the writing skills needed for students that desire to go into careers in journalism that require writing and publishing skills. Student submitted work from across the state of Georgia and that work was judged by professionals in the industry including, media specialist and instructional curriculum personnel; **University of Georgia's Government Career Expo** (September 30, 2004) to present career, internship, and volunteer opportunities with GPB; and **Career Day at Meadow View Elementary School** (November 4, 2004) where students were introduced to Georgia Public Broadcasting and the types of careers that are possible in the public broadcasting arena. All these events share, motivate and inform our surrounding community and students throughout the country about who we are and the careers opportunities available in Media, Journalism, and Communications.

(xiv) Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Georgia Public Broadcasting participated in an EEO Compliance Training (July 2004), in which management level personnel learned about the new EEO rules and regulations and handling of record keeping to ensure equal employment opportunity and the prevention of discrimination; through the Human Resources Office, other training sessions are provided annually for supervisory and management level staff to aid in their skills to supervise as well as enhance their abilities to maintain equality among employees. During the Performance Management Evaluation period, which begins 7-1-03 to 6-30-04 and 7-1-04 through 6-30-05, supervisors will have attained the current requirements and skills appropriate to fairly evaluate their staff by September 30 of each year. Some training we provide is given through our Employee Assistance program. The Human Resources Office also provides one-on-one training during the employment evaluation period to ensure supervisors have the tools needed to evaluate their employees and to assist them in their management skills for the future.