

Form Name:	Student Employment Job Description
Submission Time:	April 5, 2023 11:27 am
Browser:	Firefox 111.0 / Windows
IP Address:	199.8.89.253
Unique ID:	1087774655
Location:	

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<b>Job Title</b>	Radio Promotions Director
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<b>Department</b>	Forester Radio
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<b>Contact Person</b>	Ryan Long
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<b>Title</b>	General Manager, WQHU-LP 105.5 FM
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<b>Email</b>	rlong@huntington.edu
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<b>Phone</b>	(260) 359-4257
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<b>Federal Work Study Only</b>	No
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<b>Number of Positions</b>	1
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<b>Start Date</b>	08/20/2023
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<b>End Date</b>	05/04/2024
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<b>Specific Days / Times</b>	Flexible
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<b>Wage Rate</b>	9.00
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<b>Application Deadline</b>	
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<b>Describe the essential functions and duties:</b>	
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Take the lead in coming up with ideas for promotional events and other ways to generate station publicity, such as giveaways, live broadcasts, and contests. This position requires a high level of community engagement, as well as integrating with all other aspects of the station, including the media manager, program director, and on-air talent. This employee will meet with the program director at least once a week to review the status of current and upcoming promotions, as well as provide feedback on recently ended promotions. The student will be responsible for content going over the airwaves and online-creating and recording copy, press releases, and sweepers regarding promotions.

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<b>Required Qualifications</b>	
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Employee must have a positive, friendly attitude, a welcoming spirit, and a desire to serve the community. Should be reliable, detail-oriented, have excellent communication skills, and comfortable being flexible with plans. Employee must have some prior experience with radio or other form of broadcast media.

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<b>Preferred Qualifications:</b>	
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Experience with Adobe Audition and a willingness to be on air are a plus.

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**Professional Competencies:**

Ability to work in a team structure.  
Ability to make decisions and solve problems.  
Ability to plan, organize and prioritize work.  
Ability to verbally communicate with persons inside and outside the organization.  
Ability to obtain and process information.  
Ability to analyze quantitative data.  
Ability to sell or influence others.

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**Appropriate Dress:**

Other: Dependent upon event, mostly casual

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**Student Contact Procedure**

Submit Resume  
Email

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**Student Contact Email**

rlong@huntington.edu

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