Job Openings for Media/Radio Staff
As of 12/5/2014

The following is a summary of information on posted jobs. Current Northwestern job postings are also listed on our web page (www.unwsp.edu/jobs).

Interested applicants should go to University of Northwestern - St. Paul web site (www.unwsp.edu/jobs) and select the Application & Hiring Process link to view detailed instructions on the application process.

Application, resume, cover letter should be submitted (preferably via email) to:

- e-mail: jobs@unwsp.edu
- fax: 651-628-3339
- mail: Human Resources, University of Northwestern - St. Paul, 3003 Snelling Avenue North, Saint Paul, MN 55113

Only application materials received via email will receive an automated acknowledgment.

MEDIA/RADIO STAFF OPEN POSITIONS

Listener Engagement Director / Afternoon Drive Host
KNWS, Waterloo, IA; Full-time

Develop, plan, and coordinate all Listener Engagement efforts, including the station's community outreach events, concerts, contests, on-air promotion, and other station related initiatives. Build active relationships with vendors and community contacts. Plan and coordinate all listener engagement activities including community appearances, remotes, and concerts.

Host the Afternoon show Monday - Friday, providing compelling content for target demographic. Daily prep time required; additional assignments include maintaining afternoon show blog and weekend voice tracking. Create a friendly & welcoming presence to listeners at assigned events outside the station studios and, at times, outside normal working hours. Record all assigned production material in timely manner. Assist in collecting new names for station database at all events. Develop Media relationships within eastern Iowa; issue press releases and promotional materials.

Qualifications: High school diploma or GED equivalent required; Bachelor's degree preferred. Minimum of two years previous broadcast experience required. Ability to effectively communicate spiritual truths and interact professionally with listeners in a caring and kind manner. Ability to plan and execute an entertaining drive time incorporating production elements and promos. Ability to work a flexible schedule as it pertains to special events. Self-starter with the ability to work in an organized fashion without close supervision, as part of a team, completing projects accurately within deadlines. Knowledge and understanding of radio station and FCC rules relating to broadcasting stations and programming clocks and schedules. Excellent verbal and written communication skills, including excellent public speaking skills.

Position Number: M00131
Connecting Faith Show Producer  
Faith Radio, St. Paul, MN; Part-time (approx 20 hours/week)  

Position Summary: Assist in booking guests, the collection of bio information, screen calls, archive related materials and content connected to the Connecting Faith Show Team including their regular contributors, special guests, interviews including video/audio as directed by the Host/Network PD. 

Qualifications: High school diploma or GED equivalent required. Minimum of 1 year of basic computer and broadcast operation required. Self-motivated with strong attention to detail. Ability to work independently without close supervision. Knowledge of FCC rules governing on-air operations. Strong customer service skills. Strong communication skills.  

Position Number: M00153