

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: WEIU Radio and Television

POSITION: Office Assistant/On Air Personality/Newswatch

SUPERVISOR(S): Rob Calhoun

PURPOSE / ROLE: Assist with clerical, receptionist, and assist with programs for WEIU

QUALIFICATIONS: Knowledge of Microsoft Office, Ability to work on radio and television programs, ability to work with other people

CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR

RATE OF PAY: STATE MINIMUM WAGE

SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Clerical work consisting of using Microsoft excel and Word. Answering phones. Assisting the Membership Manager. Assisting WEIU with Pledge Drives. On air work with WEIU-FM (DJ, News, Sports, Morning Show) Greeting people who come to WEIU. Doing remotes for WEIU. Work with WEIU Newswatch (On Air, Producer, Camera, Director) Any miscellaneous duties.

Click or tap to enter a date.