KUSC Program Host  
Job Code: 193023

Grade: K  
OT Eligible: No  
Comp Approval: 9/9/1993

JOB SUMMARY:
Hosts daily news or music programs. Provides on-air commentary and continuity for broadcasts. Participates in programming. Initiates and produces feature materials and special programs. Establishes identity and credibility of program.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME
_____ _____ Hosts and produces daily and special programs. Selects and schedules material for broadcast, provides continuity, maintains program planners and coordinates with Programming Department.
_____ _____ Develops special programs relevant to individual area of expertise. Initiates daily programs and individual program segments. Cultivates story ideas for program broadcast.
_____ _____ Commentates and announces continuity for regularly scheduled programs. Conducts interviews on program related topics.
_____ _____ Prepares fundraising promotional spots. Participates in pledge drives as assigned.
_____ _____ Maintains currency in area of programming expertise. Establishes and maintains active industry relationships. Identifies program guests and contributors. Performs public speaking assignments on behalf of program and USC Radio.
_____ _____ Files recordings and is responsible for cataloging library.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No ☐ Yes  
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Bachelor’s Degree
Combined experience/education as substitute for minimum education
Minimum Experience:

5 Years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Thorough knowledge of programming area. Demonstrated radio broadcast announcing ability. Basis radio operation skills and knowledge of FSS regulations.

Preferred Education:

Bachelor's Degree

Skills: Other:

Communication -- written and oral skills
Conceptualization and design
Development/fundraising
Interpretation of policies/analyses/trends/etc.
Interviewing
Marketing
Planning
Public relations
Public speaking/presentations
Research
Scheduling

Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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