



WAYNE STATE UNIVERSITY

		ISSUED: 6/2/2020
TITLE: Journalist (WDET)	SALARY TABLE: AP	CLASS CODE: PE384
UNION: P & A Union, Local 1979	SALARY GRADE: 11	EEO CODE: 5
JOB GROUPING: 30	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Develop and produce professional journalism content for radio broadcast on WDET-FM to disseminate news and information, entertain and inform, broaden community awareness of important issues and increase the station’s audience base. Requires the application of specialized skills which can be acquired through a combination of considerable job-related training and several years of on-the-job experience. Reports to WDET management.

Essential Job Functions	% Time
Produce daily/weekly news reports and features which reflect local, state and national events. Write and produce news programming; follow and report local news events; conduct on-air interviews and handle telephone call-ins.	35%
Produce quick turnaround spots, compelling interviews, and in-depth, issue-oriented feature reports on a regular basis for broadcast on WDET. Must be able to produce high-quality work under deadline pressure.	25%
Produce talk show segments for WDET on important issues ranging from government to education to arts and culture.	15%
Serve as host/anchor for WDET news programs, talk shows and newscasts.	10%
Participate in fund raising activities and pledge drives when assigned to solicit and increase station revenues and financial base. Record and/or make on-air listener appeals; determine appropriate way to incorporate listener appeals into broadcasts; ensure that programming offered contributes to listener base and donations.	5%
Participate in WDET events for the purpose of engaging station audiences. Events include broadcast remotes, community roundtable discussions, listening sessions and station promotional events.	5%
Perform related work as assigned.	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Education

Graduation from an accredited college or university with a Bachelor's degree and major coursework in a field directly related to journalism, mass communication, or social sciences. Candidates with an equivalent combination of education and experience may be considered.

Experience

Minimum three years recent experience writing and producing news content, with understanding of Associated Press style. Minimum three years recent experience with demonstrated knowledge and understanding of audio and broadcast practices and procedures.

Knowledge, Skills and Abilities

- Extensive knowledge of public affairs, especially as they relate to the Detroit metropolitan area.
- Must demonstrate understanding of complex topics and be able to construct nuanced interviews that hold officials accountable.

WORKING CONDITIONS

Normal office environment.

Comments:

This classification is designed to develop and produce radio journalism content for WDET-FM. Work activities require specialized technical skills utilizing professional radio and digital equipment. This classification is designed to function as a journalist for WDET. The incumbent must be well-versed in the tenets of journalism, journalistic ethics, have digital media and social media experience, and have a broad knowledge of radio programming and important news events.

Position incumbents are expected to write, edit, interview, and host newscasts, shows and news specials. They are also expected to produce talk shows and other radio programs with a journalistic underpinning. Work activities are specific in objective and content, but require the incumbent to search for solutions and new applications and establish priorities and procedures. This classification is solely assigned to WDET-FM.

ADDITIONAL COMMENTS

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