

**USF Job Class Description**

JOB CODE: 3781
JOB TITLE: Broadcast Specialist
JOB FUNCTION: Public Broadcasting
PAY PLAN: 23
CAREER BAND: C
FLSA: Non-Exempt
Effective Date: 02/01/2009

Job Title: Broadcast Specialist

Job Summary

The Broadcast Specialist will assist with providing on-going operations and utility assistance in the WUSF Public Broadcasting department.

Nature of Work

The Broadcast Specialist typically reports to a Director, Associate Director, Assistant Director or Program Director/Manager within the USF Public Broadcasting department. This position assists with on-going operations and utility assistance. The position will assist with the planning, preparation and implementation of on-air fundraisers. Duties of this position can be varied and unusual cases or questionable matters would be referred to upper management. The incumbent in this position should have some knowledge of radio broadcast and be familiar with remote and automation broadcast systems and audio equipment.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Assist with writing, research, preparation and recording of branding, promotional, development, fundraising, sales, and programming content for WUSF.
- Assist with writing, editing, promotion production, spots, and features. Provide voiceover work as required.
- Maintain production inventory.
- Research requests made from listeners and provide responses to them.
- Provide technical assistance during live station events.

Minimum Qualification Requirements

This position requires a High School Diploma and five years of experience or Bachelor's degree and one year experience directly related to the duties and responsibilities specified. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.