

## THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following 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.*

**Title:** WPM MANAGER, TRIBAL/RURAL BUREAU

**Reports To:** Designated Supervisor

**UW Job Code:** 3808

**UW Job Family:** 3D - Media/Communication/Art

**SOC Code:** 27-3023

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 6-1-21

### **JOB PURPOSE:**

Serve as Bureau Chief for Tribal and Rural affairs in Wyoming concentrating on the Wind River Reservation and contiguous counties. Supervise supporting staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Research the Wind River Reservation its history, culture, issues, administrative organizations, social services, schools, health services, governance, and other community media indices, activities, and associations. Gain familiarity with American Native Cultures in general both as singular entities and as comparative groups and nations. Immerse into the cultures by being a resident of the area.
- Work with WPM management; identify core social issues, types of services available, their efficacy, and the status of WPM reporting to date. Transform this information into multi-media content appealing to broad audiences that gives them a "picture" of core issues that affect people living on the Wind River Reservation and surrounding areas.
- Report on the rural intersecting issues in Fremont, Teton, and Sublette counties that make up the character of the region and the cross-section of cultural and economic demographics. Research cities and towns within these counties and report on their diversity and issues.
- Identify story-telling content that represents the histories and cultures of the Tribes living on the Wind River Reservation as well as the non-Indigenous people living within these counties, cities, and towns. Create multi-platform content: stories, features that highlight the lives of these people to an audience interested in learning about the subject matter.
- Supervise staff that may consist of part-time, intern, volunteer personnel to establish contact and immersion in the communities.
- Learn about the civic structures of the Tribes and their workings and interaction with outside governmental structures including Wyoming and the U.S. Attend meetings and report on a variety of associated developments that impact the lives of people on the Reservation. Likewise, learn

about the civic structures of the surrounding area beyond the Tribes. Report on the Intersectionality of the diverse people living in these counties and how their governing structure affects their daily lives.

- As part of the WPM reportorial team, interact with other news members through meetings and assignment schedules to merge effectively into WPM's mission and statewide coverage goals
- Make all content available in multi-platforms to populate WPM's websites, social media distribution, as well as WPM's submission process to national distributors, being mindful of the fact that digital dissemination is growing exponentially and used by increasing audiences.
- Meet regularly with network management to discuss coverage and its interaction with WPM's mission, vision, and values.

### **SUPPLEMENTAL FUNCTIONS:**

- Engage in outreach duties as assigned.

### **COMPETENCIES:**

- Formal Presentation Skills
- Work Standards
- Collaboration
- Innovation
- Meeting Membership

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years related work experience**

Required licensure, certification, registration or other requirements:

- **Some positions require a valid driver's license.**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Radio broadcasting methods and practices.
- Rules, regulations and policies applicable to on-air broadcasting.
- Control room equipment.
- Operation of studio microphones and sound procedures and requirements.
- Audio archiving procedures.
- Safety procedures applicable to radio broadcasting and associated equipment.

Skills and Abilities to:

- Speak articulately on the air.
- Research news and write articles for on-air use.

- Communicate effectively, both orally and in writing.
- Conduct interviews.
- Set up and operate digital or other recorders, sound processing equipment, multi-track audio consoles, and ancillary radio production equipment.
- Arrange and configure studio facilities and equipment.
- Audio production and editing skills.
- Supervise assigned staff, including organizing, prioritizing and scheduling work assignments.
- Work as a team member and foster a cooperative work environment.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office and radio studio environment(s).

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.