



Senior Reporter

Job Code: 7162

Salary Grade: S07

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides in-depth stories at least one week per month and other stories on a day-to-day basis. Conducts research, interviews, and other essential reporting tasks.

- Covers breaking news with live coverage. Participates in two-way conversation with program hosts.
- Creates, researches, and pitches ideas for stories and web postings. Develops news sources and keeps associated files.
- Produces content, web text, interactive material, and multimedia content.
- Writes, announces, and produces National Public Radio (NPR) audio stories for public media and written online stories.
- Responsible for research and news-gathering in the office and in the field to include interviewing.
- Develops and maintains contacts, sources, and databases.
- Speaks on NPR, at public forums, and other community events.
- Appears as a reporter on other public broadcasting stations for interviews and 2-way discussions
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree Communications, Broadcasting, Journalism, or related field.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 60 months related experience.

Experience:

Required: 12 months experience as a reporter.

Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to communicate effectively verbally and in writing for broadcast
- Broadcast journalism skills and techniques
- Ability to think critically and synthesize complex data

Working Conditions

Physical:

Ability to engage in repetitive motions. Ability to operate recording, editing, and broadcast announcing equipment. Ability to carry 25 pounds of equipment, sometimes moving over uneven terrain. Ability to think critically and communicate effectively for broadcast. Ability to sit and look at a computer for prolonged periods. Must be able to engage in repetitive motions. Stand, bend, and reach.

Environment:

Frequent exposure to pressure caused by deadlines and busy periods. Requires work during non-business hours. Exposure to various weather conditions.

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