



## Student Media Director

**Job Code:** 7275

**Salary Grade:** S11

**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

Oversees the Department of Student Media, including The Oklahoma Daily multimedia student news organization, Sooner yearbook, OU Ad Force marketing and advertising team, and other special publications, websites, and mobile applications.

- Directs all activities of the Department of Student Media.
- Prepares, monitors, and manages the department's annual operating budget and continually monitors its performance relative to that budget.
- Advises students working in the department in collaboration with other professional staff.
- Provides long-term vision for the department, including a strategic plan and a business plan.
- Engages Student Media alumni through mentoring and fundraising initiatives.
- Serves as a member of Student Affairs' management team.
- Works with the dean and faculty of Gaylord College of Journalism and Mass Communication to ensure the best possible experience for students working in Student Media. May include teaching in the college.
- Works with professional staff and student leaders to set goals for the department, monitor performance, and measure effectiveness through a qualitative and quantitative assessment plan.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months related experience in lieu of the Bachelor's degree for a total of 108 months related experience.

#### Experience:

Required: 60 months full-time experience in media management.

#### Certifications or Licenses:

- None

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

### Knowledge, Skills, and Abilities

- Demonstrated verbal and written communication skills
- Proficient in Microsoft Office
- Detail oriented for accuracy of data and information
- Highly organized and ability to handle multiple projects and deadlines
- Strong initiative to solve problems
- Ability to work well with interdepartmental teams and initiatives
- Demonstrated experience in media hardware and software platforms
- Ability to read and interpret policy as well as State and Federal regulations
- Ability to effectively evaluate projects/programs and produce comprehensive reports
- Ability to supervise staff and communicate directions and expectations effectively

### Working Conditions

#### Physical:

Must be able to sit for extended periods of time doing work on a computer and via the telephone. Ability to engage in repetitive motions.

#### Environmental:

Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods. Requires contact with other departments and university officials.



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

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