

News Positions

- Assistant News Director
- In the Public Interest Host / Producer
- Senior News Reporter
- Junior News Reporter
- Reporter Trainee

Assistant News Director

Reports to: News Director

Position Requirements:

- Assists the News Director in the implementation of KTSW News policies and procedures in the development of daily news content for online and on air use
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience strongly preferred
- Assist in choosing and assigning news story ideas
- Supervise writing, reporting, interviewing and all aspects of acquiring news story elements
- Ensure all news related content is posted online, and podcasted in a timely manner
- Flexible schedule. Must be on-call at certain times in order to cover the latest news within the campus and community
- Assist in the management and training of a volunteer staff
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Perform other duties as assigned

Skills:

- Ability to listen, write and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate and mitigate conflict with co-workers
- Ability to design, plan, organize and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

S = Supervisory Role

O = On Air (live)

P = Production

V = Volunteer Position

In The Public Interest Producer / Host

Reports to: News Director

Position Requirements:

- Assist the News Director in the implementation of the KTSW News policies and procedures in the development and implementation of the prerecorded show, In the Public Interest
- Direct, host and assist in preparation for the show
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience strongly preferred
- Assists in choosing show themes and story ideas
- Flexible schedule
- Audio production using Adobe Audition
- Must have previous KTSW experience
- Perform other duties as assigned

Skills:

- Ability to listen, write and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate and mitigate conflict with co-workers
- Ability to plan, organize and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

P = Production

V = Volunteer Position

Senior News Reporter

Reports to: News Director

Position Requirements:

- Serve as mentor to news reporter trainees
- Serve as impromptu assignments editor during office hours
- Produce one In the Public Interest story with still photos, video (optional) every two weeks
- Write and produce two local stories per week with soundbites and still photos. At least one story should be from assigned beat, (e.g. UPD, SM City Council, TX State Student Government). Write a web version of the story for the KTSW news blog live tweet from assignments, if appropriate
- Serve as 'beat leader', who will be in charge of a specific news beat and help assign stories. Help other reporters with their stories in their designated beat
- Produce one multimedia story per semester with scripting, audio, still photos and video
- Researching and reporting stories for on air newscasts and/or special reports
- Required to be on-call at certain times in order to cover the latest news within the campus and community
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience preferred
- Option to audition for anchor position in addition to all other requirements
- Flexible schedule
- Audio production using Adobe Audition
- Perform other duties as assigned

Skills:

- Ability to listen, write and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate and mitigate conflict with co-workers
- Ability to plan, organize and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

O = On Air (live)

P = Production

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Junior News Reporter

Reports to: News Director

Position Requirements:

- Write and produce two local stories per week with soundbites and still photos. At least one story should be from an assigned beat (e.g. UPD, SM City Council, TX State Student Government). Write web version of story for the KTSW news blog. Live tweet from assignments, if appropriate
- Write/produce/anchor one or more weekly newscasts, proofread/rewrite news stories written by reporter trainees
- Serve as impromptu assignments editor during office hours
- Produce one In the Public Interest news story every three weeks
- Researching and reporting stories for on air newscasts and/or special reports
- Required to be on-call at certain times in order to cover the latest news within the campus and community
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience preferred
- Flexible schedule
- Audio production using Adobe Audition
- Perform other duties as assigned

Skills:

- Ability to listen, write and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate and mitigate conflict with co-workers
- Ability to plan, organize and implement tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

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Reporter Trainee

Reports to: News Director

Position Requirements:

- Pass broadcast newswriting style test
- Rewrite news stories from outside sources for daily newscasts
- Prepare content for KTSW news blog
- Download files from aircheck server and edit together daily newscasts for review
- Shadow senior news reporters, take photos and tweet from assignment (if appropriate)
- Write local readers w/no soundbite (as assigned by news director)
- Serve as impromptu assignments editor during office hours
- Research and report stories for on-air newscasts and/or special reports
- Required to be on-call at certain times in order to cover the latest news within the campus and community
- Mass Communication majors and applicants who have completed MC3306 (Writing for Electronic Media) and/or have prior newsroom experience preferred
- Flexible schedule
- Audio production using Adobe Audition
- Performs other duties as assigned

Skills:

- Ability to listen, write and speak effectively
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