Job Description

Job Title:	Senior Coordinator, Media Operations	**Grade:**	H
Department:	CPCC/WTVI	**FLSA:**	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position will manage data, schedules and traffic related to WTVI program streams.

Characteristic Duties and Responsibilities:

1. Assists in maintain programming and traffic scheduling database for purpose of inputting schedules, underwriting contracts/negotiations.
2. Responsible for generating on-air logs.
3. Create recording schedules,
4. Compose Media library for multi-channel broadcast facility.
5. Adhere to all FCC guidelines.
6. Traffic Specialist works independently and collaboratively with others to accomplish goals, projects and to resolve traffic discrepancies.
7. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to the Director, Media Operations (Traffic)

Direction Given: No authority or responsibility for the supervision of others for project direction and/or program administration.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. April 2012

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Minimum Requirements:

High School diploma or equivalent. A minimum of two years experience in TV traffic operations, preferably in public television.

Preferred Qualifications:

Experienced with Myers Protrack scheduling software

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of programming database, basic copyright regulations

Extreme attention to detail

Effective communication skills

Working Conditions:

Typical office environment

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