

Continued...

EXECUTIVE ASSISTANT - INFINITY RADIO, AUSTIN

Infinity Radio of Austin is looking for an Executive Assistant.

Requirements:

Applicants should possess excellent communication skills and working knowledge of MS Word, Excel, PowerPoint, and the Internet. You must be organized, detail oriented, and able to multi-task. We offer a competitive salary and a lively work environment. Some HR experience is preferred.

Responsibilities:

One of the main responsibilities of the Executive Assistant is to ensure that the office needs are met. This is achieved through attendance of monthly department head meetings, clear communication between all departments and maintenance of files pertinent to Corporate requirements, EEO, FCC, Accounting and Sales. Candidate will work closely with our Department Heads regarding company policies and procedures, recruitment, personnel issues, and benefits. Please send resume and salary requirements to (512) 329-6255. EEOE

Please respond with resume and salary requirements to Human Resources:

Fax (512) 329-6255

EEO

Traffic Assistant - KAKW - 62 Univision

Univision Telefutura is looking for a Traffic Assistant.

Requirements:

Assist in preparation of KAKW-TV daily programming log. Assist in operation of KAKW Traffic department, including commercial reviews, document retention and station promotions. Operate and maintain the traffic computer, with the assistance of Univision MIS department employees. Telephone duties (backup for Front Desk). Other duties, as determined by KAKW Management.

Responsibilities:

Must be able to read and write in Spanish and English. Must be able to type. Must have experience with computers and programs such as MS Word and MS Excel. Must be able to work under pressure; meet multiple deadlines; be flexible; and multi-task. Must be able to lift and carry up to 20 lbs. The successful candidate will be required to dress appropriately for a business casual environment and possess an ability to work with all departments so as to achieve personal, team and station goals.

Interested parties should send resume to:

KAKW-62 Job # 2005-08 C/O Carol Mueller 2233 W. North Loop Boulevard
Austin, TX 78756 Or Email to cmueller@univision.net

If you have a job opening at your station that you would like to add, please email a short description (50 words or less) to amy.m.carter@twcable.com



If you would like to add or delete someone from the AWRT mailing list, please contact Beth Bobbitt at beth@tab.org

Medi@Links

An A.W.R.T Chapter Publication

June 2005, Volume 51

SAVE THE DATE!

DowntownAustin
As Austin As It Gets



AW @austin RT

AWRT JUNE LUNCHEON

"THE LO DOWN ON DOWNTOWN"

Get the inside scoop on the hottest and fastest growing part of Austin-Downtown.

June 8, 2005

11:30am - 1pm

Austin Woman's Club
708 San Antonio St.

RSVP by June 6th at awrtaustin@hotmail.com

Members: \$10 Guests: \$20

\$25 AT THE DOOR (no shows will be billed)

THANKS YOU TO OUR CORPORATE SPONSORS



Thank you to our corporate sponsors:



PRESIDENT'S WORD

Our President Mary Strickland would like to congratulate our new 2005 Board Members!



Celebrate 30 Years of
the Gracie Awards

We are pleased to invite you to participate in the 30th Annual Gracie Awards while supporting the Foundation of AWRT as well as your industry colleagues and peers.

National and Grand Award Winners will be honored at the Gracies Gala on June 22 at the Marriott Marquis in New York.

Local Market, Public and Student Award Winners will be honored at the Gracies Luncheon on June 23 at the Tavern on the Green in New York.

To purchase tickets, please visit
http://www.awrt.org/awards/gracie_allen.html or contact
703-506-3290.

Welcome

AWRT would like to welcome
our newest student member
Christie Kennedy

RSVP Update:

Please send your RSVP for future events to
awrtaustin@hotmail.com

MARK YOUR CALENDARS!

AWRT strategic planning meeting

will be held on:

JUNE 15th

5pm – 7:30pm

At Mangia Pizza On Mesa

For more information on upcoming events

www.awrtaustin.org

Career Corner...

KXBT-FM TRAFFIC DIRECTOR - INFINITY RADIO, AUSTIN

The Traffic Director is primarily responsible for inventory control management. Traffic Director reports directly to the Traffic Manager. In addition to assisting the GSM and AEs, the Traffic Director works mainly with the DOS, Account Executives, Sales Assistants, Program Directors, Promotion Departments and Production.

The responsibilities of the Traffic Director will include, but are not limited to:

1. Inventory Control. Enter all orders, print contracts, work spots in and electronic reconciliation.
2. Print commercial logs daily. Merge commercial logs with Scott System. Scott System prints out discrepancy report.
3. Ensure all spots and copy are accounted for before close of business.
4. Each morning print audit report and verify that log is signed by on-air staff and all spots ran correctly.
5. Generate special billing reports once a month including audit reports.
6. Backup other Traffic Directors as needed.
7. Follow up with Account Executives daily to ensure everything is done correctly.
8. Meet with New Hires to review role in the company and how you will work together.

Please respond with resume and salary requirements to
Human Resources Attention: Deniese Dunavin

Fax (512) 329-6255

EEO