

# Radio Laurier Position Description: News Manager

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**Job Title:** News Manager

**Reports To:** Station Manager, Radio Laurier

**Position Description:** The News Manager is responsible for coordinating and overseeing the news-based broadcasting as well as the weekly news broadcasts, as well as effectively managing all news volunteers and content. They are also responsible for organizing, participating in, and facilitating on-air interviews with candidates during the Wilfrid Laurier University Students' Union (WLUSU) and Wilfrid Laurier University Student Publications (WLUSP) elections.

**Application:** Submit an updated resume and cover letter that outlines why you would be successful in this role.

**Responsibilities Include:**

- Adhere to the WLUSP Code of Conduct
- Attend all management meetings unless due warning is given to the Station Manager
- Attend all other meetings or conferences as required by the Station Manager
- Organize and produce a weekly news broadcast to be aired
- Organize, participate in, and facilitate on-air interviews with candidates during the Wilfrid Laurier University Students' Union (WLUSU) and Wilfrid Laurier University Student Publications (WLUSP) elections
- Work with the Station Manager to recruit news based programming at the station
- Work with the Station Manager to build a News Podcast volunteer position as/if needed
- Write simple online news based content for the RL Website
- Work with DJ's of news themed shows to ensure proper and professional coverage
- Work with other Radio Laurier managers in a respectful and inclusive manner
- Promote synergy with other departments of WLUSP
- Any other reasonable duties as required by the Station Manager
- Provide at least a bi-weekly show review for programming
- When using social media in regards to Radio Laurier or WLUSP, the staff member is expected to conduct themselves in a respectful and professional manner