



To: All KUSI Employees & Recruiting Sources

From: Human Resources

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It is the policy of this Company to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, marital status, military status, political affiliation, genetic characteristics, gender identity, national origin, ancestry, age, disability, sexual orientation, citizenship, pregnancy, cancer, or sex, in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, discipline, and termination. In this regard, if you know of any individual or if you might be interested and qualified in the position please contact the person indicated below.

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Notice of Availability

Position: Assignment Editor

Department: News

Date Posted: 5-2-2013

Date Available: ASAP

Hours: Part Time Position. Must be flexible for AM or PM shift and weekends.

Job Responsibilities: Will Assign reporters and photographers to stories, develops a network of news sources in all fields, sets up stories in advance, must be well informed on current events, reads daily newspapers, and watches other news programs regularly, routinely checks beat checks for possible stories, keeps Executive Producer and producers informed on stories and the progression of stories, takes viewers calls with complaints and story ideas and assists in setting feeds of news stories. Looking for a minimum of 1-2 years as an assignment editor in a newsroom.

Necessary Skills: Excellent communication and organizational skills, MUST be able to work in a fast paced environment, make decisions under pressure, able to work in a highly stressful environment, maintain professional composure at all times and able to multi-task.

Contact: Sally Luck

Title: Human Resources

Contact Information: Fax Resume to: (858)-505-5099 or email to sluck@kusi.com

