



To: Recruitment Resources & KUSI Employees

From: KUSI-TV Human Resources

.....

It is the policy of KUSI-TV to provide an equal employment opportunity to all qualified individuals, all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, discipline and termination without regard to race, color, creed, religion, marital status, national origin, ancestry, age or gender, physical or mental disability, medical condition including genetic characteristics, sexual orientation, pregnancy, disability, medical condition, or sex. 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.

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.

**Notice of Availability**

**Position:** News Production Assistant

**Department:** News

**Date Posted:** 1-18-13

**Date Available:** ASAP

**Hours:** Full Time and Part Time positions available. Must be able to work weekends.

**Job Requirements:** College Degree in Communications, Journalism or Mass Media, preferred or in progress. Will be assisting producers in getting the daily broadcast on and off the air with minimum amount of problems. Will tear and distribute scripts to news and production crew, log new tapes for news stories, locate file video requested by producers or reporters, help maintain video library, write teases and stories, other duties as assigned by producers.

**Necessary Skills:** Ability to write clear, concise English, Computer literate, Must be familiar with Broadcast style writing, Familiarity with teleprompter, ability to follow directions, detail oriented, ability to work in a fast paced environment, ability to take direction, able to multi-task.

**Contact:** Sally M Luck

**Title:** Director of Human Resources

**Contact Information:** Email Resume, Salary requirements and How you heard about the opportunity to: [sluck@kusi.com](mailto:sluck@kusi.com) or fax resume to (858)-505-5099.

