

WFUV RADIO
EEO PUBLIC FILE REPORT
February 1, 2022 - January 31, 2023

I. VACANCY LIST

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Office Coordinator	1-3	2

WFUV RADIO
EEO PUBLIC FILE REPORT
February 1, 2022 - January 31, 2023

II. MASTER RECRUITMENT SOURCE LIST ("MRSLS")

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	Association of Jesuit Colleges and Universities One Dupont Circle NW Suite 405 Washington, District of Columbia 20036 Phone : 202 862-9893 Url : https://jobbank.ajcunet.edu/ Diona Spiro Manual Posting	N	1
2	Fordham.edu 441 East Fordham Rd Bronx, New York 10458 Phone : 718-817-4550 Url : www.fordham.edu Chuck Singleton Manual Posting	N	3
3	Higher Education Recruitment Consortium 535 W. 116th St. 103 Low Memorial Library, MC433 New York, New York 10027 Phone : 212 854-5449 Url : https://www.herejobs.org/ Karen Fife	N	1
TOTAL INTERVIEWS OVER REPORTING PERIOD:			5

WFUV RADIO
EEO PUBLIC FILE REPORT
February 1, 2022 - January 31, 2023

III. RECRUITMENT INITIATIVES

	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
1	Ongoing Event	Establishment of an intern program designed to assist members of the community	Under the guidance of the WFUV Sports Director, 16 workshops were presented in 2022. Split between the fall and winter semesters, the sessions introduce student interns to the world of sports broadcasting. Students worked on writing and on-air presentations, as well as audio and video production training. The workshops taught the nuances of the industry and lead into practice shows in preparation for working on station podcasts and WFUV's flagship sports talk show, One on One. The training workshop engaged 45 students over two semesters. Each session was 90 minutes, and were scheduled from February 1 through December 16, 2022.	1	Sports Director
2	2/1/2022	Establishment of a mentoring program	WFUV's News Director participated in a mentoring program for journalists of color, presented by Public Media Journalists Association. The News Director mentored a reporter for WDET in Detroit, who is passionate about community journalism and aspires to give American Muslims and minorities a voice in the press. The mentor and mentee met monthly from February through December 2022.	1	News Director
3	Ongoing Event	Establishment of an intern program designed to assist members of the community	WFUV's year-round internship program in the area of finance and administration engaged five Fordham University students through ongoing internships. Students in the finance assistant position provide support to the Director of Finance and Office Coordinator by preparing check requests and submitting them to the university's accounts payable department. Students are also responsible for answering phones and emails for the station, as well as stocking supplies and general office management.	2	Director of Finance Office Coordinator

WFUV RADIO
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4	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>WFUV's year-round internship program in the area of music programming engaged two Fordham University students.</p> <p>The interns assist in the daily operation of WFUV's music department. Specifically, they compile and report weekly airplay charts to trade and industry publications. They support the Music Director and Asst. Music Director by sorting new music submissions and maintaining the music library. The students also reconcile daily music logs and add song and artist notes into a station database.</p>	2	Music Director Evening Host/AMD
5	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>WFUV's year-round internship program in the area of corporate underwriting engaged one Fordham University student.</p> <p>The intern learns skills including the creation of sales materials (such as decks, one sheets and the sales e-newsletter), drafting posts for social media, tracking audience performance from month to month, tracking underwriting performance in the weekly e-newsletter, generating and interpreting syndicated research. The student also assists the traffic and continuity department with various projects, and monitors underwriting on competitive stations.</p>	2	Director of Corporate Support Traffic Manager
6	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>WFUV's year-round internship program in the area of promotions and marketing engages one Fordham University student. The intern works closely with the Director of Marketing and Promotions to manage daily ticket giveaways available to listeners through wfuv.org and the station's e-newsletter. The student secures new ticket offers, handles confirmations, and manages communication between winners and music venues, including troubleshooting customer service issues, as well as other duties.</p>	1	Director of Marketing and Promotions

WFUV RADIO
EEO PUBLIC FILE REPORT
February 1, 2022 - January 31, 2023

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7	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>WFUV partnered with Fordham University's Public Media Masters program to offer a one-year graduate fellowship in broadcast journalism.</p> <p>The WFUV PMMA Fellow in Journalism works closely with the News Director on the production of the station's daily news podcast, What's What. The Fellowship develops skills in researching news stories, script writing, interviewing, audio recording, editing and production. The fellow also oversees undergraduate students in the department.</p>	1	News Director
8	Ongoing Event	Establishment of an intern program designed to assist members of the community	WFUV's internship program in the area of music program hosting engages two Fordham University students on an ongoing basis across the year. The interns learn broadcasting skills involved in producing and hosting a four-hour weekly program, including announcing and vocal technique, researching music and artists, technical and production skills, writing for broadcast, fundraising and other skills.	2	Program Producer Program Co-Producer
9	Ongoing Event	Establishment of an intern program designed to assist members of the community	Student interns in the WFUV sports department work on the on air production of the Fordham athletic games, production of WFUV's flagship sports show One-on-One, and podcasts that include beat reporting from the professional teams in the NYC region.	1	Sports Director
10	Ongoing Event	Provision of training to management	The Finance Director participated in The eCornell Diversity, Equity, and Inclusion certification program. This 16-session program consisted of four courses, Improving Engagement, Countering Unconscious Bias, Diversity and Inclusion at Work, and Fostering an Inclusive Climate. The program is designed for Executive level leaders who are committed to building aware and inclusive work cultures. The course work began on February 1, 2022 and concluded on June 8, 2022.	1	Finance Director

WFUV RADIO
EEO PUBLIC FILE REPORT
February 1, 2022 - January 31, 2023

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	Date	Type of Recruitment Initiative (Menu Selection)	Brief Description Of Activity	No. of Stations Participants	Participant Title
11	Ongoing Event	Provision of training to management	WFUV's General Manager participated in a national Diversity, Equity and Inclusion Executive Forum offered by the public media organization, Greater Public. This full-day, six-session workshop was facilitated by the DEI consulting firm, Brevity and Wit, and focused on methods to help media organizations create an actionable strategy. The forum started on 2/18/2022 and concluded on 8/19/2022.	1	General Manager
12	3/26/2022	Participation in events or programs sponsored by educational institutions	WFUV's News Director offered vocal and story criticism as well as career advice to graduating students of the Columbia University Journalism School. The Career Expo takes place every spring. The third Virtual Career Expo included 410 recruiters and 189 news outlets. https://journalism.columbia.edu/career-expo	1	News Director
13	5/13/2022	Participation in events or programs sponsored by educational institutions	The Bronx School of Young Leaders/MS 331 visited WFUV to produce its morning show at the station's studios. Under the supervision of WFUV's Sports Director, the students met with staff and student reporters from the news and sports departments and worked closely with two student managers to produce the morning show. Four MS331 students and two staffers were on site for a studio tour and to produce the morning show.	1	Sports Director
14	5/19/2022	Participation in events or programs sponsored by educational institutions	WFUV's Midday Host addressed the "Principal for a Day" program at Renaissance High School for Musical Theater and the Arts in The Bronx. During this virtual visit, the Midday Host discussed radio broadcasting careers with 10 high school students. The topics included the broadcaster's skills and responsibilities; hosting and interviewing; and high school courses and extracurricular activities, volunteer work, and/or part-time jobs that might help someone prepare for a broadcasting role.	1	Midday Host/Producer

WFUV RADIO
EEO PUBLIC FILE REPORT
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15	6/22/2022	Participation in events or programs sponsored by educational institutions	WFUV's Sports Director addressed the first-ever summer sports career camp at Fordham University's Westchester Campus in Harrison, New York. This event was hosted by the Sports Business Institute (SBI), an organization of accomplished leaders working with students and aspiring professionals to pursue a fulfilling career in sports. The camp was open to current high school students and recent high school graduates and covered a wide range of sports media topics. 15 high school students attended this 60-minute session.	1	Sports Director
16	Ongoing Event	Provision of training to management	Members of WFUV's senior team participated in the online course, "Preventing Harassment and Discrimination," an annual Everfi training module provided by The Corporation for Public Broadcasting. Team members took the learning module individually at their own pace from 8/12/2022 to 9/30/2022. More broadly, all members of the professional staff and student interns took the training and received certification.	11	General Manager Promotions & Marketing Director Director of Technical Operations Office Coordinator
17	9/26/2022	Participation in events or programs sponsored by educational institutions	WFUV's Sports Director was a guest speaker for the Business of Sports Society at Fordham, a group of students at the university's Bronx campus. The BSSF is an outlet for Fordham University students who seek a career in sports business. The discussion focused on building connections and your resume. 22 college students attended the 90-minute workshop.	1	Sports Director

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February 1, 2022 - January 31, 2023

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18	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>WFUV partnered with Fordham University's Public Media Masters (PMMA) program to offer a one-year graduate fellowship to a Fordham MA candidate. The WFUV PMMA Fellow in Strategic Communications works closely with the Marketing and Promotions Director and Membership Director.</p> <p>The Fellow assists the Director of Marketing and Promotions in writing marketing proposals, organizing and implementing ticket giveaways, and outreach and follow up to music venues, promoters, and station listeners.</p> <p>The Fellow assists the Director of Membership in marketing fundraising efforts, primarily around WFUV membership drives and the vehicle donation program.</p>	2	Membership Director Director of Marketing and Promotions
19	10/3/2022	Participation in events or programs sponsored by educational institutions	WFUV's News Director was guest reviewer for The Vocal Performance for Radio and Podcast at CUNY Graduate School of Journalism. This included critiquing CUNY's Journalism School student's newscasts, spot news reporting, as well as writing and vocal delivery.	1	News Director

WFUV RADIO
EEO PUBLIC FILE REPORT
February 1, 2022 - January 31, 2023

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20	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>WFUV's Associate Director of Technical Operations presented a series of seven workshops on audio production for live music performances. Student interns were taught the fundamentals of audio, including how to operate equipment and perform techniques used during the recording of performances in WFUV's Studio A.</p> <p>Weekly group sessions were offered on Wednesday afternoons, from October through early December 2022. The sessions were one hour in length, except for the final two workshops, which were three hours. Additionally, attendees were invited to observe and assist with studio sessions throughout the semester. Five students attended the Fall 2022 audio workshop.</p>	1	Associate Director of Technical Operations
21	Ongoing Event	Establishment of an intern program designed to assist members of the community	<p>WFUV's Associate Director of Technical Operations presented a series of 12 workshop on live music video production. Student interns were taught video production basics as well as how to operate cameras and lighting, edit video, and perform techniques used during the shooting of live music sessions in WFUV's Studio A. Weekly group sessions were offered on Wednesday afternoons, from October through early December 2022. The sessions were one hour in length, except for the final two workshops, which were three hours. Additionally, attendees were invited to observe and assist with studio sessions throughout the semester. Seven students attended the Fall 2022 video workshop.</p>	1	Associate Director of Technical Operations

WFUV RADIO
EEO PUBLIC FILE REPORT
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22	10/29/2022	Participation in events or programs sponsored by educational institutions	WFUV's News Director participated in The 2022 Conference on Journalism, presented by The New York Press Club in partnership with the Journalists Association of New York and Fordham University's Communication and Media Studies Department. Robin Shannon offered guidance to young journalists on their work, by way of a critique session.	1	News Director
23	10/29/2022	Participation in events or programs sponsored by educational institutions	WFUV's News Director participated in The 2022 Conference on Journalism: Reporting in Dangerous Times. The conference was presented by The New York Press Club in partnership with the Journalists Association of New York and Fordham University's Communication and Media Studies Department. The News Director moderated a panel on "Reporting in Dangerous Times – from violent protests to natural disasters and war zones." This session focused on first-hand accounts from journalists who have worked in high-risk environments, as well as get tips on how reporters can prepare for dangerous scenarios.	1	News Director
24	11/14/2022	Establishment of an intern program designed to assist members of the community	WFUV's News Editor taught a "ProTools" production software workshop at the station. The 30-minute workshop for Fordham University student interns provided new skills on how to efficiently and effectively edit and mix audio features.	12	News Editor
25	11/14/2022	Establishment of an intern program designed to assist members of the community	WFUV's News Editor taught a hosting and interviewing workshop at the station. The 30-minute workshop for Fordham University interns tutored students on how to ask compelling questions, have successful interviews and hone their in-studio hosting skills.	1	News Editor
26	1/5/2023	Provision of training to management	To ensure that WFUV's EEO file manager is well informed on hiring practices, the Office Coordinator viewed a one-hour training webinar on the FCC's EEO rules. The video was produced by Fletcher, Heald & Hildreth.	1	Office Coordinator