

WAMU (FM) Facility ID 65399 Washington, DC

EQUAL EMPLOYMENT OPPORTUNITY PUBLIC INSPECTION FILE REPORT

FULL TIME JOB VACANCIES FILLED BY STATION FROM  
**June 1, 2010 TO April 30, 2011**

CAN BE FOUND: WAMU-FM PUBLIC FILE and at [WWW.WAMU.ORG](http://WWW.WAMU.ORG)

1. Total number of full-time vacancies filled during the year: 20
2. Total number of interviewees for all full-time vacancies during the year: 78

**Job Vacancies Filled During Annual Reporting Period**

1. Title of Full Time Job Filled: **Senior Reporter**

Date Position Filled: **August 9, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), National Associate of Hispanic Journalists, National Association of Black Journalists**

The source that referred the successful applicant: **AU Website**  
Referred hire? Y X Number of Interviewees referred: 3

2. Title of Full Time Job Filled: **Major Gifts Officer**

Date Position Filled: **August 23, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station)**

The source that referred the successful applicant: **AU website**  
Referred hire? Y X N Number of Interviewees referred: 5

3. Title of Full Time Job Filled: **Senior News Editor**

Date Position Filled: **September 1, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting,**

**University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station)**

The source that referred the successful applicant: **AU website**  
Referred hire? Y X N Number of Interviewees referred: 1

**4. Title of Full Time Job Filled: Reporter/Host**

Date Position Filled: **September 7, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station)**

The source that referred the successful applicant: **AU website**  
Referred hire? Y X N Number of Interviewees referred: 2

**5. Title of Full Time Job Filled: Web Producer**

Date Position Filled: **October 4, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), [journalismjobs.com](http://journalismjobs.com), Chronicle of Higher Education, [idealist.org](http://idealist.org), Washington Post Online**

The source that referred the successful applicant: **AU website**  
Referred hire? Y X N Number of Interviewees referred: 2

**6. Title of Full Time Job Filled: Metro Connection Host/Producer**

Date Position Filled: **October 4, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), The Roundtable**

The source that referred the successful applicant: **AU website**  
Referred hire? Y X N Number of Interviewees referred: 4

7. Title of Full Time Job Filled: **WAMU News Anchor/host**

Date Position Filled: **October 16, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station)**

The source that referred the successful applicant: **AU website**

Referred hire? Y X N Number of Interviewees referred: 1

8. Title of Full Time Job Filled: **Gifts Specialist**

Date Position Filled: **October 30, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station)**

The source that referred the successful applicant: **AU website**

Referred hire? Y X N Number of Interviewees referred: 3

9. Title of Full Time Job Filled: **Communications Manager, WAMU**

Date Position Filled: **December 13, 2010**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), [Idealist.org](http://Idealist.org), Washington Post Online, Craigslist**

The source that referred the successful applicant: **[Idealist.org](http://Idealist.org)**

Referred hire? Y X N \_\_ Number of Interviewees referred: 10

10. Title of Full Time Job Filled: **Planned Giving Officer, WAMU**

Date Position Filled: **January 3, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), The Current, AFP Job Center Online, NCPGC Elist Jobs**

The source that referred the successful applicant: **AU website**

Referred hire? Y X N Number of Interviewees referred: 6

11. Title of Full Time Job Filled: **Senior Developer, WAMU**

Date Position Filled: **January 10, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](#), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), Washington Post Online, [journalismjobs.com](#), American Weekly, National Association of Hispanic Journalists**

The source that referred the successful applicant: **AU website**  
Referred hire? Y X N      Number of Interviewees referred: 1

12. Title of Full Time Job Filled: **Producer**

Date Position Filled: **January 18, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](#), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State University radio station) WHUR 96.3 FM (Howard U radio Station), The Current Newspaper, [mediabistro.com](#), [journalismjobs.com](#), [NABjobsonline.com](#), Craigslist**

The source that referred the successful applicant: **Corporation for Public Broadcasting**  
Referred hire? Y X N \_\_\_ Number of Interviewees referred: 9

13. Title of Full Time Job Filled: **On-Line Managing Editor, WAMU**

Date Position Filled: **January 24, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](#), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), [journalismjobs.com](#), Asian American Journalists Association, National Association of Hispanic Journalists, National Association of Black Journalists, Washington Post Online, American Weekly**

The source that referred the successful applicant: **[journalismjobs.com](#)**  
Referred hire? Y X N      Number of Interviewees referred: 8

14. Title of Full Time Job Filled: **Producer**

Date Position Filled: **March 31, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](#), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR**

### **96.3 FM (Howard U radio Station)**

The source that referred the successful applicant: **AU website**

Referred hire? Y X N      Number of Interviewees referred: 4

15. Title of Full Time Job Filled: **Managing Producer**

Date Position Filled: **April 1, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](#), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station)**

The source that referred the successful applicant: **AU website**

Referred hire? Y X N \_\_\_ Number of Interviewees referred: 1

16. Title of Full Time Job Filled: **Weekend Web Producer, WAMU**

Date Position Filled: **April 4, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](#), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), [journalismjobs.com](#), Asian American Journalists Association, Washington Post Online, Chronicle of Higher Education**

The source that referred the successful applicant: **AU website**

Referred hire? Y X N      Number of Interviewees referred: 5

17. Title of Full Time Job Filled: **Morning Web Producer, WAMU**

Date Position Filled: **April 4, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](#), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), [journalismjobs.com](#), Asian American Journalists Association, Washington Post Online, Chronicle of Higher Education**

The source that referred the successful applicant: **AU website**

Referred hire? Y X N      Number of Interviewees referred: 5

18. Title of Full Time Job Filled: **Senior Web Designer**

Date Position Filled: **April 4, 2011**

Recruitment sources used: **AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](#), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting,**

University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), [simplyhired.com](http://simplyhired.com), [idealist.org](http://idealist.org), Washington Post Online

The source that referred the successful applicant: [simplyhired.com](http://simplyhired.com)  
 Referred hire? Y \_X\_ N \_\_\_ Number of Interviewees referred: 1

**19. Title of Full Time Job Filled: Member Services Associate**  
 Date Position Filled: **April 16, 2011**  
 Recruitment sources used: AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station), [simplyhired.com](http://simplyhired.com)

The source that referred the successful applicant: **AU website**  
 Referred hire? Y X N Number of Interviewees referred: 5

**20. Title of Full Time Job Filled: Senior Help Desk Analyst**  
 Date Position Filled: **April 22, 2011**  
 Recruitment sources used: AU website, Inside Higher Ed, HERC Mid-Atlantic, Diverse Issues in High Education, Student [Affairs.com](http://Affairs.com), Bowie State University, George Mason University Career Center, Montgomery College, Corporation for Public Broadcasting, University of Maryland Career Center, WEAA-FM 88.9 9 (Morgan State U radio station) WHUR 96.3 FM (Howard U radio Station)

The source that referred the successful applicant: **AU website**  
 Referred hire? Y X N Number of Interviewees referred: 2

**Contact name and location information for each recruitment source**

Contact Person/Title	Contact Person/Title	Address	Telephone	website
Virginia Dambach	DEI	401 North 3rd Street, Suite 370 Minneapolis, MN 55401	612-677-1505	<a href="http://www.deiworksite.org">www.deiworksite.org</a>
Maira Lazdins	American University	4400 Massachusetts Avenue, NW Washington, DC 20016	202-885-3557	<a href="http://jobs.american.edu">jobs.american.edu</a>
Kevin Bradley	WEAA FM 88.9 FM	1700 E. Cold Spring Lane Baltimore, Maryland 21251-0001	443-885-3564	<a href="http://www.weaa.org">www.weaa.org</a>
Human Resource Manager	WHUR FM 96.3	2400 Sixth Street, NW Washington, DC 20059	202-806-6100	<a href="http://www.whur.org">www.whur.org</a>
Human Resource Manager	University of Maryland/Career Center	3100 Hornbake Library, South Wing College Park, MD 20742	301-314-7225	<a href="http://www.careercenter.umd.edu">www.careercenter.umd.edu</a>
Human Resource Manager	Bowie State	14000 Jericho Park Road Bowie, MD 20715	301-860-3450	<a href="http://www.bowiestate.edu">www.bowiestate.edu</a>
Human Resource Manager	Prince George Community College	301 Largo Rd Largo, Maryland 20774-2199	301-336-6000	<a href="http://www.pgcc.edu">www.pgcc.edu</a>
Jobline Coordinator	Corporation for Public Broadcasting	401 Ninth Street, NW Washington, DC 20004-2129	202-879-9600	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>

Human Resource Manager	George Mason University	4087 University Dr. Fairfax, Va. 22030-4444	703-993-1000	<a href="http://www.gmu.edu">www.gmu.edu</a>
Online Source	Inside Higher Ed	1320 18 <sup>th</sup> Street NW, 5 <sup>th</sup> FL Washington., DC 20036	202-659-9208	<a href="http://www.insidehighered.com">www.insidehighered.com</a>
Human Resource Manager	HERC-Mid Atlantic	4501 North Charles Street Baltimore, MD 21210	410-617-1650	<a href="http://www.midatlanticherc.org">www.midatlanticherc.org</a>
Online Source	Diverse Issues of Higher Education	10520 Warwick Ave Suite B-8 Fairfax, VA 22030	703-385-2981	<a href="http://www.diversejobs.net">www.diversejobs.net</a>
Online Source	Student Affairs	41 Crossroads Plaza #221 West Hartford, CT 06117		<a href="http://studentaffairs.com">studentaffairs.com</a>
Online Source	Journalism Jobs	Berkeley, California	510-653-1521	<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>
Kathleen Unwin	Current Newspaper	6930 Carroll Ave., Suite 350 Takoma Park, MD 20912	877-745-8776	<a href="http://www.current.org">www.current.org</a>
Online Source	Washington Post Online	1150 15th St. NW Washington, DC 20071		<a href="http://www.washingtonpost.com">www.washingtonpost.com</a>
Online Source	Asian American Journalists Association	5 Third Street, Suite 1108 San Francisco, CA 94103	415-346-2051	<a href="http://www.aaja.org">www.aaja.org</a>
Online Source	National Association of Hispanic Journalists	1000 National Press Building 529 14th Street, NW Washington, DC 20045	202-662-7145	<a href="http://www.nahj.org">www.nahj.org</a>
Online Source	Idealist	302 Fifth Avenue, 11th Floor New York, NY 10001	646-786-6886	<a href="http://www.idealists.org">www.idealists.org</a>
Online Source	Chronicle of Higher Education	1255 Twenty-Third St. N.W. Washington, D.C. 20037	202-466-1000	<a href="http://www.chronicle.com">www.chronicle.com</a>

Note: mediabistro.com, NABjobsonline.com, Cragislist, National Assn of Black Journalists, American Weekly, simplyhired.com are online resources used by the American University Human Resources Dept. where the source is accessed online rather than through specific contact individuals.

### **EEO Supplemental Recruitment Activities**

#### **1) Hosting at least one job fair.**

American University's Career Center held its annual Job & Internship Fair. The event included over 100 recruiters from various organizations, including AU, looking to hire AU students.

WAMU staff participation in this fair: **Berta Najera and Carey Needham**

#### **2) At least one job fair with business or professional organizations whose members include substantial number of woman and minorities.**

Examples include: Congresswoman Eleanor Holmes Norton's 13 Annual Job Fair, NAACP Executive Diversity Job Fair in Washington, DC, LatPro Diversity Job Fair, Veterans Extravaganza Job Fair, and Metro DC's 11th Annual "Diversity Employment Day" Career Fair.

#### **3) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level of positions.**

American University provides employees (including WAMU) with opportunities to attend relevant training programs and seminars through their respective departments. In addition, staff members of American University receive a comprehensive educational benefit program. Employees are able to pursue academic learning in their area of interest or career path.

**4) Listing each upper level job opening in a job bank or media newsletter that reaches substantial numbers of women and minorities.**

All positions are listed on a monthly basis with the D.C. Department of Employment Services for referrals of qualified applicants. The university has maintained a relationship with D.C. Department of Employment Services for several years and continues to use its services as a resource to increase diversity efforts.

**5) Training management personnel in methods to ensure equal employment opportunities and prevent discrimination.**

American University is firmly committed to the principle of equal employment opportunity. The university recognizes that the implementation of such a policy requires constant effort and supervision. In order to ensure equal employment opportunity and prevent discrimination, managers are trained in several areas of EEO. Managers receive training on a range of issues such as federal and state employment laws, legal and illegal interview questions, and preventing discrimination in the workplace. In addition, all staff and managers attend Workplace Harassment Prevention Training to create an environment free of harassment and discrimination. The University has made efforts to identify sources to actively increase the diversity of its workforce and ensure equal employment opportunities in the workplace.

1. Minority and female, as well as male employees, are actively encouraged to refer applicants to our organization. The University has made efforts to identify sources to increase the diversity of its applicant flow by attending specific job fairs targeting women and minorities.
2. Minority colleges and universities, such as Howard University – WHUR and Morgan State University– WEAA are used as recruitment sources.
3. Private organizations and referral agencies such as National Association for Equal Opportunity in Higher Education, Office of Disability Employment Policy, and Greater Washington Urban League, are used as recruitment sources.
4. The University advertises with the D.C. Department of Employment Services for qualified applicants.
5. The University places advertisements for available positions in various minority publications such as National Association of Black Journalists, National Association of Hispanic Journalists, and Diverse Issues in Higher Education.
6. Minority and/or women employees routinely serve as members on the screening teams for applicant search.
7. American University provides an orientation program for all new employees to inform them of the equal employment opportunity policies, promotional opportunities, and ways to alleviate any problems that might arise.

**All personnel having part in the selection process have the opportunity to receive ongoing EEO training.**