

FCC Form 396 Employment Program Report

Murray State University

Station WKMS(FM), Murray, KY

EXHIBIT 3

Narrative Statement

Murray State University is the licensee for non-commercial educational radio station WKMS (FM), Murray, Kentucky. Murray State University's HR and EEO establish, maintain, and manage EEO hiring procedures that WKMS use to fill vacancies to ensure a wide dissemination of vacancy information, active community outreach, and provision of a non-discriminatory workplace.

WKMS has 9 full-time employees with only one full-time vacancy filled in the last two years as shown on the 2011-2012 and 2010-2011 annual EEO public file reports attached. WKMS uses a public broadcasting jobline, a statewide public radio listserv, its own website, its region's largest newspaper, and Murray State University's job fairs and HR websystem to publicize available vacancies. The MSU websystem processes WKMS applications, as a mandatory element of search requirements. MSU HR reviews WKMS job descriptions, briefs WKMS staff on search protocols, and meets with WKMS search committees to review and approve recommendations for hire. MSU's personnel policies are also online and govern WKMS employee EEO matters.

In addition to full-time staff, WKMS offers paid internship positions to 10 to 12 Murray State University students during the academic year, slightly fewer than these during summers. These students work in WKMS operations, administration, development, and news areas. They are recruited through MSU's career placement office and its job fairs, presentations in classes of the MSU Department of Journalism and Mass Communications and meetings of MSU's honors program. WKMS personnel also host station tours for students, scouts, and listeners; staff the station booth at community festivals. The station manager presents programs at civic clubs that feature employment opportunities for student interns.

WKMS broadcasts announcements of the station's needs for volunteers as appropriate, then recruits and trains community members for specific roles augmenting paid staff at the station. For example, a jazz commentator was recruited to takeover a night of jazz programming as a volunteer.

The WKMS station manager takes overall responsibility for EEO compliance for the organization, including ongoing adjustment to revisions in Murray State University's updating of HR and EEO policies.