



# MSU Student Radio / WDBM-FM Now Hiring

## Front Desk Receptionist

### Basic Requirements

- Must be a student at Michigan State University
- Must be interested in music and Impact 89FM
- Must be professional, detail oriented, self motivated, friendly and able to engage with all people that come into the station
- Must be familiar with Google Drive, Excel and be willing to learn Rivendell Automation System and InDesign
- Must have weekly availability between 9am-7pm
- Must have summer availability between weekday office hours of 11am-6pm

### Salary

This position requires about 10 hours per week and is paid on an hourly basis.

### Typical Duties & Responsibilities

- Complete Air (DJ) Training
- Work closely with Operations Director and Office Manager on improving front desk operations
- Answer questions about anything at the station
- Coordinate phone calls, engage with guests in person and direct messages to specific staff members
- Keep all station logs up to date and accurate
- Manage station appearance and cleanliness
- Fill in when and where necessary to accomplish stated objectives

Applications are accepted until position is filled and interviews are scheduled on a rolling basis.

Please submit an application form and resume to Operations Manager, Joel Dejong.

Email resume, application and any questions to [operations@impact89fm.org](mailto:operations@impact89fm.org)  
MSU Student Radio is an equal opportunity employer.