



MSU Student Radio/ WDBM-FM

Now Hiring

Office Manager

Requirement

- 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 availability between weekday office hours of 9am-7pm
- Must have weekly summer availability

Salary

This position requires about 10-12 hours per week and is paid on an hourly basis.

Typical Duties & Responsibilities

- Work closely with Operations Director and Station Manager on improving office operations
- Be able to 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 front desk staff and hold bi-weekly staff meetings
- Be able to perform additional director tasks when necessary

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

Please submit an application form and resume to Operations Director, Joel DeJong
Email any questions to operations@impact89fm.org
MSU Student Radio is an equal opportunity employer.