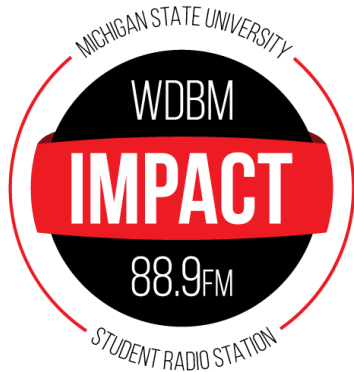


MSU Student Radio / WDBM - FM

Now Hiring



# Assistant Operations Director

## Basic Qualifications

- **Must be a student at Michigan State University**
- Able to lead and delegate tasks in an efficient manner
- Excellent communication skills
- Must be highly organized

## Preferred Qualifications

- Former or current Impact 89fm volunteer
- Experience using excel
- Experience managing a team
- Comfortable using Google Drive (Sheets, Documents, Forms)

## Salary

This position requires approximately 20 hours per week. Employee would begin immediately. The salary level is competitive and based on prior experience.

## Typical Duties & Responsibilities

- Manage several paid staff directors
- Work closely with Station Manager and General Manager to manage and execute projects and tasks
- Work closely with General Manager to manage the budget
- Organize the hiring and onboarding process for paid staff members
- Work with Impact Executive Board to make decision station wide

**Applications are accepted until the position is filled**

Interviews will be scheduled on a rolling basis.

**Please submit an application and resume** to Operations Manager Marissa Saldivia at [operations@impact89fm.org](mailto:operations@impact89fm.org)

MSU Student Radio is an equal opportunity employer.