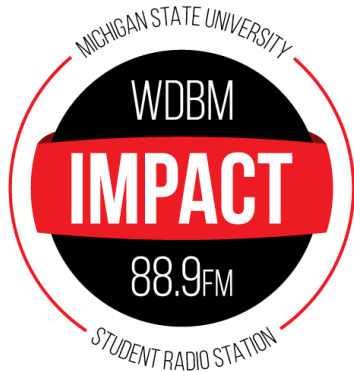


MSU Student Radio / WDBM - FM
Now Hiring



Front Desk Receptionist

Basic Qualifications

- **Must be a student at Michigan State University**
- Proficient with Google Drive and Microsoft Office
- Strong organization and communication skills
- Team player

Preferred Qualifications

- Current volunteer/prior experience with Impact
- Familiar with Adobe InDesign
- Friendly and sociable

Typical Duties & Responsibilities

- Taking calls and redirecting them to staff
- Maintain daily logs
- Circulate information throughout the office
- Checking out equipment to directors

Salary

This position requires approximately 10 hours per week. Employee would begin immediately. The salary level is competitive and based on prior experience.

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 Sana Hakim at operations@impact89fm.org.

MSU Student Radio is an equal opportunity employer.