



MSU Student Radio/ WDBM-FM

Now Hiring

Assistant Managing Editor

Basic Requirements

- Must be a student at Michigan State University
- Must be a DJ at WDBM, or willing to begin training
- Must be willing to work during non-business hours as needed
- Self-driven, detail-oriented and organized
- Enthusiastic about sharing information with a wide audience
- High standards of quality for publishing
- Advanced knowledge of Word Press

Preferred Requirements

- Intermediate experience with Google Analytics

Salary

This position requires approximately 10–15 hours per week. The salary level is competitive and based upon prior experience.

Typical Duties & Responsibilities

- Assist in managing a team of volunteer writers, editors, and photographers
- Lead weekly Content Team meetings
- Create concepts, deadlines and project calendars for Impact's website content
- Regularly editing written content
- Work closely with Website Manager to ensure correct formatting for posted content
- Maintain good communication with Music Department when developing new content
- Maintain good communication with both the station and general manager about productivity and departmental needs

Applications are accepted on a rolling basis.
Please contact Operations Director, Sana Hakim at
operations@impact89fm.org with resume and completed application.

MSU Student Radio is an equal opportunity employer.