



MSU Student Radio / WDBM - FM
Now Hiring

Office Manager

Basic Qualifications

- **Must be a student at Michigan State University**
- Experience managing a team
- Excellent communication and organizational skills
- Able to lead and delegate tasks in an efficient manner
- Comfortable using Google Drive (Sheets, Documents, Forms)
- Trained on the FIX

Preferred Qualifications

- Currently work/volunteer at Impact
- Passionate about music and radio

Salary

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

Typical Duties & Responsibilities

- Manage front desk staff and make sure they are familiarized with station
- Create and enforce front desk shift schedule
- Keep up with and contribute to events/projects taking place within the office
- Hold meetings with front desk staff to keep front desk informed of new/changing tasks
- Keep directors informed through media around the station
- Make sure office is stocked with necessary supplies
- Work with Operations Director to track financial expenses

Applications are accepted until the position is filled

Interviews will be scheduled on a rolling basis.

Please submit an application and resume to Operations Director Sana Hakim at
operations@impact89fm.org

MSU Student Radio is an equal opportunity employer.

