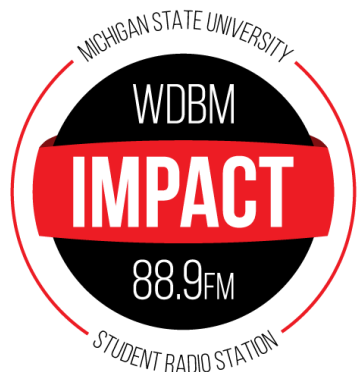


MSU Student Radio / WDBM - FM

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 & Hours

This position requires approximately 10 hours per week. ***Must be available Mondays and Wednesdays 12-3pm.*** 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.

