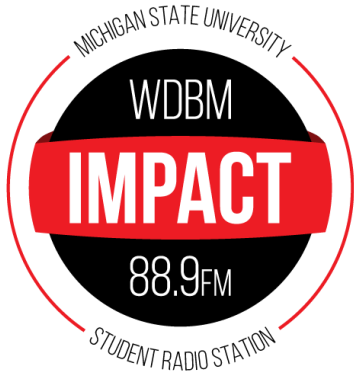


MSU Student Radio / WDBM - FM

Now Hiring



Operations Manager

Basic Qualifications

- Must be a student at Michigan State University
- Must have excellent interpersonal and motivational skills
- Must be familiar with Google Drive and Microsoft Office

Preferred Qualifications

- Experience with accounting principals
- Must have an interest in radio

Duties & Responsibilities

- Work closely with General Manager, Station Manager and directors staff to identify station direction
- Responsible for processing, handling and drafting Impact specific accounting and financial documents
- Oversee selected group of director staff day to day responsibilities and management
- Implement decisions made by management staff
- Train and onboard new impact employees
- Fill in when and where necessary to accomplish stated objectives

Salary

This position requires approximately 20-25 hours per week. Employee would begin immediately. The salary 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.