Now Hiring: Media Librarian

Basic Qualifications

● Must be a student at Michigan State University
● Must be familiar with basic computer systems
● Must be highly organized

Preferred Qualifications

● Advanced computer skills
● Familiarity with Impact 89FM’s main on-air format and specialty show programming
● Understanding of how to log music off CDs and other media formats for archival library

Typical Duties & Responsibilities

● Work at the direction of the Program Director and Music Director to upload approved music in archival library and automation system
● Main high standards for naming conventions and audio quality
● Edit and tag audio according to established best practices
● Add and maintain accurate required information for music in automation system
● Perform other duties as assigned

Salary & Hours

● The salary is competitive and based on prior experience
● This position requires 10 hours a week

Applications will be accepted until March 10, 2020.

E-mail an employment application, cover letter, resume, and any other support materials to the Operations Manager at hakimsan@msu.edu. You may also submit it to the front desk at the radio station located in Holden Hall in Suite G-4 during normal business hours of 9 A.M. to 7 P.M.

MSU Student Radio is an equal opportunity employer.