



MSU Student Radio / WDBM-FM

# 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](mailto: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.*