



MSU Student Radio / WDBM-FM

# Now Hiring: News Editorial Assistant

## Basic Qualifications

- Must be a student at Michigan State University
- Must be willing to work during non-business hours as needed
- Self-driven, detail-oriented, and organized
- Enthusiastic about sharing news, sports, music, entertainment and pop culture content
- Understanding of AP style and editing for the web (i.e. familiarity with track changes, editing ethics and digital best practices)
- Must be able to manage multiple projects at a time and meet deadlines

## Preferred Qualifications

- Experience being a part of an editorial team
- Experience writing web headlines and social media captions
- Knowledge of Search Engine Optimization (SEO) and Google Analytics
- Multimedia skills including photography, video, audio, web design, and graphic design
- Knowledge of WordPress and other content management systems

## Typical Duties & Responsibilities

- Assist News Editor in filming, editing, and publication of daily video news segment, The State, in conjunction with The State News
- Work with a team of volunteers to produce the show, including training and mentoring staff
- Work closely with News Director and Website Director to ensure proper formatting for content posted on the web and social media
- Work closely with Visual Media Director to produce daily video news segment
- Ensure content posted is original to Impact 89FM or proper permissions have been secured
- Perform other duties as assigned

## Salary & Hours

- The salary is competitive and based on prior experience
- This position requires 5-10 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.