



MSU Student Radio / WDBM-FM

Now Hiring: Programming Assistant

Basic Qualifications

- Must be a student at Michigan State University
- Must be a DJ at Impact 89FM, either as a live DJ or in training
- Strong working knowledge of basic computer systems and/or data organization
- Must be willing to work during non-business hours as needed
- Must have strong interpersonal skills

Preferred Qualifications

- Familiarity with Impact 89FM's main on-air format and specialty show programming
- Self-directed and able to effectively complete projects in a timely manner
- Highly organized and comfortable serving in a leadership position

Typical Duties & Responsibilities

- Work closely with the Program Director to implement programming strategy
- Help oversee weekly implementation and scheduling of on-air content, including specialty shows
- Work with the Music Director to provide feedback about defining Impact 89FM's sound
- Help troubleshoot technical/on-air issues
- Assist the Training Director and Airstaff Coaches with DJ management and attendance
- Maintain frequent communication with staff and volunteers via Facebook Workplace
- Perform other duties as assigned

Salary & Hours

- The salary is competitive and based on prior experience
- This position requires 10-15 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.