



MSU Student Radio / WDBM-FM

## Now Hiring: Sports Editorial Assistant

### Basic Qualifications

- Must be a student at Michigan State University
- Previous sports journalism experience
- 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 leading and/or being a part of an editorial team
- Previous experience on Impact 89FM's Sports Team
- Experience writing web headlines and social media captions
- Knowledge of Search Engine Optimization (SEO) and Google Analytics
- Experience editing audio and writing journalistic content for the web
- Knowledge of WordPress and other content management systems

### Typical Duties & Responsibilities

- Work with Sports Editor to edit, post and assign written, audio, and visual content with Sports Team volunteers
- Must be able to edit on nights and weekends as necessary when sports teams are competing
- Must communicate in advance if unavailable during a weekend
- Fact check article names, scores, and stats before publishing
- Ensure content posted is original to Impact 89FM or proper permissions have been secured
- Communicate with writers and podcasters when content goes on social media and web
- 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](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.