



MSU Student Radio / WDBM-FM

Now Hiring: Traffic Director

Basic Qualifications

- Must be a student at Michigan State University
- Must be a self-starter who is able to work in a fast-paced environment
- Must be highly organized
- Must have excellent communication skills

Preferred Qualifications

- Experience as a current volunteer or paid staff member of MSU Student Radio
- Strong knowledge of events and student groups on campus, plus non profit organizations in the Greater Lansing area

Typical Duties & Responsibilities

- Gather information about upcoming events happening on MSU's campus sponsored by departments and student organizations, as well as events in the Great Lansing area from non profit organizations
- Update weekly "DJ Info Packet" with information gathered about local events
- Work with Program Director to schedule information in daily logs
- Post information to social media platforms about upcoming events
- Create concert calendar based on Impact-related artists and local events
- 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.