



MSU Student Radio / WDBM-FM

# Now Hiring: Website Director

## Basic Qualifications

- Must be a student at Michigan State University
- Knowledge of WordPress and other content management systems
- Experience writing web headlines and social media captions
- Excellent grammar and writing skills
- Self-driven, detail-oriented, and organized
- Enthusiastic about sharing news, sports, music, entertainment and pop culture content
- Must be able to manage multiple projects at a time and meet deadlines
- Understanding of general website operations and graphic design principles

## Preferred Qualifications

- Experience as a current volunteer or paid staff member of MSU Student Radio
- Familiarity with Impact 89FM's main on-air format and specialty show programming, as well as brand and various teams
- Understanding of AP style and editing for the web (i.e. familiarity with track changes, editing ethics and digital best practices)
- Experience with web hosting platforms, custom HTML and CSS
- Knowledge of Search Engine Optimization (SEO) and Google Analytics
- Multimedia skills including photography, video, audio, web design, and graphic design

## Typical Duties & Responsibilities

- Troubleshoot, maintain and manage [impact89fm.org](http://impact89fm.org) website
- Independently fix problems as they arise and respond to requests in a timely manner
- Oversee posting of content from all teams on website
- Update general information on the website as necessary
- Work with Art Director to plan design themes utilizing custom artwork
- Adapt website layout to accommodate frequently changing content produced by teams
- 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.

*MSU Student Radio is an equal opportunity employer.*