



MSU Student Radio / WDBM-FM

# Now Hiring: News Director

## 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 and NPR-style-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 leading and/or 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 multimedia skills, especially in the realm of audio production and sound design
- Knowledge of WordPress and other content management systems

## Typical Duties & Responsibilities

- Oversee News Team as department head
- Supervise development, editing and publication of weekly news and editorial podcasts, including Exposure, The Sci-Files, and The Undercurrent
- Work closely with News Producers to lead, train and mentor a team of volunteers who will produce and develop audio and written content
- Ensure content posted is original to Impact 89FM or proper permissions have been secured
- Work with Marketing Director to assist in promoting Impact News and Impact 89FM
- Perform other duties as assigned

## Salary & Hours

- The salary is competitive and based on prior experience
- This position requires 15-20 hours a week

**Applications will be accepted until March 19, 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.