



MSU Student Radio | WDBM-FM

Now Hiring: Station Manager

Work for one of Michigan State University's largest student organizations!

Impact 89FM is seeking a Station Manager. This is the most senior management position in the organization, helping to oversee a paid staff of approximately 60 students and a volunteer staff of approximately 150 students. Applicants must be current undergraduate or graduate students at Michigan State University.

Basic Qualifications:

- Must be a student at Michigan State University.
- Must have excellent interpersonal, training and motivational skills.
- Must be self-driven, detail-oriented, and highly organized.
- Must have demonstrated timely communication skills.
- Must have familiarity with computer systems and data organization as well as technical troubleshooting skills.
- Must have demonstrated leadership and personnel management experience.
- Must be able to manage multiple projects at a time and meet deadlines.
- Must be willing to work during non-business hours as needed.

Preferred Qualifications:

- Familiarity with Impact 89FM's strategic planning process, including mission, vision, core values, and long-term goals.
- Experience with various broadcast and radio automation systems.
- Current staff member at Impact 89FM with a history of progressively advanced responsibility.
- Experience in multiple departments at the station, which include music and entertainment, news and sports.
- An understanding of how to use the Adobe Creative Cloud software suite, including Audition, InDesign, Lightroom, Photoshop and Premiere.

Typical Duties & Responsibilities:

- Working closely with the General Manager, Executive Board, Directors and Editors to identify station direction.
- Overseeing all day-to-day operations of all departments within the station.
- Ensuring compliance with all Michigan State University and Federal Communications Commission regulations, directives and policies.
- Coordinating with Operations Manager to implement decisions made by Executive Board and management staff.
- Organizing and chairing Executive Board management meetings with department heads.
- Participating in office and on-air duties as determined by management staff.
- Reviewing time sheets and other work completed by management staff as necessary.
- Ensuring timely completion of personal projects, department projects and station-wide projects using project management system.
- Maintaining all station files and documents in network-based and cloud-based storage systems.
- Filling in where and when necessary to accomplish station goals and objectives.

Reports to:

- General Manager

Salary & Hours:

- Student management positions start at \$11 an hour. There are opportunities for advancement based upon satisfactory performance review.
- This position requires up to 15 hours a week.

Applications will be accepted through August 8, 2020.

Applicants can apply for this position exclusively through the Michigan State University Handshake system at <https://msu.joinhandshake.com/jobs/3900526>.

More information about Impact 89FM | WDBM-FM is available online at impact89fm.org.

MSU Student Radio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.