



MSU Student Radio | WDBM-FM

# Now Hiring: News Editor

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

Impact 89FM is seeking a News Editor. This is a leadership 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 demonstrated leadership and personnel management experience.
- Must be able to manage multiple projects at a time and meet deadlines.
- Must be enthusiastic about sharing news journalistic content.
- Must have a good understanding of AP style and editing for the web, as well as familiarity with tracking changes, editing ethics and digital best practices.
- Must be willing to work during non-business hours as needed.

## Preferred Qualifications:

- Current staff member at Impact 89FM with a history of progressively advanced responsibility.
- Experience leading and/or being a part of an editorial team.
- Knowledge of Search Engine Optimization (SEO) and Google Analytics.
- Multimedia skills including photography, video, audio, web design, and graphic design.
- Experience writing web headlines and social media captions.
- Understanding of Impact 89FM's editorial voice and considerations for selecting stories and content to share.
- Proficiency in various production software, such as Hindenburg, Audacity, Pro Tools, Descript, and the Adobe Creative Cloud software suite, including Audition, InDesign, Lightroom, Photoshop and Premiere.

## Typical Duties & Responsibilities:

- Working alongside the Impact 89FM News Director to lead the station's News Department.
- Contributing alongside a group of paid and volunteer staff to plan, write, produce, edit, and publish news content as part of the Impact 89FM Editorial Team.
- Implementing editorial decisions made by Executive Board and management staff.
- Collaborating with other Department Heads, Editors and Website Director to develop workflows and standards to ensure proper formatting, revision and oversight of all content posted online.
- Communicating with Visual Media Director and Podcast Coordinator to produce audio and visual content, including podcasts and videos.
- Supervising filming, editing, and publication of daily video news segment, The State, in conjunction with The State News
- Ensuring compliance with all Michigan State University and Federal Communications Commission regulations, directives and policies.
- Ensuring compliance with copyright and trademark law, and documenting permission when third-party resources are used in published content.
- 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:**

- News Director

**Salary & Hours:**

- Student director positions start at \$10.50 an hour. There are opportunities for advancement based upon satisfactory performance review.
- This position requires up to 10 hours a week.

**Applications will be accepted through October 9, 2020.**

Applicants can apply for this position exclusively through the Michigan State University Handshake system at <https://msu.joinhandshake.com/jobs/4086551>.

**Required Documents:**

- **Resume**
- **Cover Letter**
- **Portfolio:** In your cover letter or in a separate attachment, submit a link to a digital portfolio with writing, editing, audio, photography, video or other examples, specifically with a focus on news and related coverage.

**More information about Impact 89FM | WDBM-FM is available online at [impact89fm.org](http://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.