



MSU Student Radio | WDBM-FM

Now Hiring: Office Assistant

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

Impact 89FM is seeking an Office Assistant. This is a paid staff position in the organization, working with 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 be self-driven, detail-oriented, and highly organized.
- Must have demonstrated timely communication skills. It is expected that email, chat, text or voice messages are returned within 24 hours during the standard work week.
- Must be able to manage multiple projects at a time and meet deadlines.
- Must be willing to work during non-business hours as needed.
- Must have familiarity with computer systems and data organization as well as technical troubleshooting skills.
- Must be enthusiastic about supporting daily operations of entire organization.

Preferred Qualifications:

- Current staff member at Impact 89FM.
- Familiarity with Impact 89FM's strategic planning process, including mission, vision, core values, and long-term goals.
- Experience in human resources management, including (but not limited to) personnel training, performance feedback, selection & onboarding, and culture-building.
- An understanding of how to use the Adobe Creative Cloud software suite, including Audition, InDesign, Lightroom, Photoshop and Premiere.

Typical Duties & Responsibilities:

- Working with the Executive Board and management staff to coordinate, support, and supervise an Office Team dedicated to station maintenance and support.
- Participating in established meetings for departments, teams, and other initiatives as necessary and appropriate.
- Representing the station and assisting with required events throughout the academic year as a paid staff member.
- Ensuring compliance with all Michigan State University and Federal Communications Commission regulations, directives and policies.
- Participating in office and on-air duties as determined by management staff.
- 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:

- Operations Manager

Salary & Hours:

- Student support staff positions start at \$10.00 an hour. There are opportunities for advancement based upon satisfactory performance review.
- This position requires up to 8 hours a week.

Applications will be accepted through May 7, 2021.

Applicants can apply for this position exclusively through the Michigan State University Handshake system at <https://app.joinhandshake.com/jobs/4714681>.

Required Documents:

- **Resume**
- **Cover Letter**

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.