



## MSU Student Radio | WDBM-FM

# Now Hiring: Operations Manager

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

Impact 89FM is seeking an Operations Manager. 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. It is expected that email, chat, text or voice messages are returned within 24 hours during the standard work week.
- 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.
- Must have familiarity with computer systems and data organization as well as technical troubleshooting skills.
- Must be enthusiastic about facilitating daily operations of entire organization.
- Must be able to effectively train, coach and mentor staff members.
- Must be able to effectively communicate via telephone and email with representatives from student organizations, departments on campus, local non-profits, and other professional entities.

### **Preferred Qualifications:**

- Current staff member at Impact 89FM with a history of progressively advanced responsibility.
- Familiarity with Impact 89FM's strategic planning process, including mission, vision, core values, and long-term goals.
- Demonstrated leadership and personnel management experience.
- 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:**

- Being on call as the first point of contact for technical issues pertaining to FM operations during assigned Director on Duty weekends. Responses are expected as soon as possible. First point of contact on weekends is a rotating shared responsibility of E-Board members, the Training Director, the Programming Assistant and Airstaff Coaches.
- 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 E-Board, 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.
- Ensuring compliance with copyright and trademark law, and documenting permission when third-party resources are used in published content.
- Working closely with the Executive Board and management staff to broadcast and publish content that

aligns with values identified through strategic planning as well as the Diversity, Equity and Inclusion Committee.

- Participating in office and on-air duties as determined by management staff.
- 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 \$11.00 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 May 7, 2021.**

Applicants can apply for this position exclusively through the Michigan State University Handshake system at <https://app.joinhandshake.com/jobs/4714650>.

### **Required Documents:**

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

**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.