



MSU Student Radio | WDBM-FM

Now Hiring: Traffic (Information) Director

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

Impact 89FM is seeking a Traffic Director. 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 be enthusiastic about sharing community and Michigan State University related information.
- 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.
- Familiarity with Impact 89FM's strategic planning process, including mission, vision, core values, and long-term goals.

Typical Duties & Responsibilities:

- Gathering information about upcoming events happening on MSU's campus sponsored by departments and student organizations, as well as events in the Great Lansing area from non-profit organizations.
- Updating social media accounts for the main Impact 89FM socials to promote gathered traffic content.
- Creating a weekly concert calendar shared in the DJ Info Packet and on the website and social media channels to promote upcoming live events.
- Updating the DJ Info Packet with information gathered about local events, new music, PSAs, show promos, concert calendar, and other information relevant to the audience on a weekly basis.
- Coordinating with the Program Director to scheduling traffic information in program logs.
- Working closely with the Station Manager, Executive Board, and other staff to identify opportunities for student organizations, local causes and non-profits to promote their content and events through the Impact's broadcast and online platforms.
- Facilitating contact between group representatives and the News Producer for Exposure for potential interview segments.
- Interfacing with other campus entities to identify partnership opportunities at the direction of the Executive Board.
- Working with the Department Head to plan out, assign and identify goals.
- 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.
- 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:

- Marketing Director

Salary & Hours:

- Student director and editor 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 May 7, 2021.

Applicants can apply for this position exclusively through the Michigan State University Handshake system at <https://app.joinhandshake.com/jobs/4714656>.

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.