****

**Job Title:** Student Radio Station Assistant

**Department:** WJAB-FM 90.9 (Alabama A&M University Public Radio Station)

**Hourly Rate:** $12/hour
**Work Hours:** Up to 20 hours per week (flexible, may include evenings/weekends)

**Position Summary:**

The Student Radio Station Assistant will support the daily operations and programming of WJAB-FM 90.9, Alabama A&M University's 100,000-watt public radio station. This role offers an unparalleled opportunity to gain hands-on experience in broadcast media, public radio, and station operations. The assistant will contribute to various aspects of the station, helping to maintain its powerful signal and unique jazz programming for listeners across the Tennessee Valley and beyond.

**Purpose and Learning Outcomes:**

* Gain practical experience in broadcast operations, including studio equipment and on-air procedures.
* Develop skills in audio production, programming, and content creation for radio.
* Understand the dynamics of public radio broadcasting and its role in community engagement.
* Enhance technical proficiency with radio station software and hardware.
* Strengthen communication, teamwork, and problem-solving abilities in a live broadcast environment.
* Build a foundational understanding of media licensing, regulations, and industry best practices.

**Key Responsibilities:**

* Assist with the preparation and execution of on-air programming, including preparing music logs, PSA announcements, and promotional spots.
* Monitor broadcast signals and equipment to ensure continuous and high-quality transmission.
* Support live shows and recordings, which may include assisting hosts, managing call-ins, or operating studio equipment.
* Help maintain the station's music library and audio archives.
* Assist in creating and editing audio content, such as interviews, promos, or public service announcements.
* Contribute to the station's online presence, including updating playlists or assisting with social media content related to WJAB.
* Perform administrative tasks, such as answering phones, filing, and general office organization.
* Learn and adhere to all FCC regulations and station policies.
* Assist with special events, remote broadcasts, or community outreach initiatives as needed.

**Qualifications:**

Preferred knowledge, skills, and personal qualifications:

* Majoring in Communications Media, Music, or a related field.
* Familiarity with audio editing software (e.g., Adobe Audition, Pro Tools, Audacity).
* Interest in jazz music, public radio, or broadcasting.
* Basic understanding of sound equipment and studio environments.
* Strong attention to detail and ability to follow precise instructions.
* Prior experience with radio, podcasts, or audio production (personal projects or coursework accepted).

Required Qualifications:

* Must be a currently enrolled undergraduate or graduate student at Alabama A&M University.
* Minimum cumulative GPA of 2.5 and in good academic standing.
* Excellent listening and verbal communication skills.
* Reliable, punctual, and able to commit to scheduled shifts.
* Ability to work independently and as part of a team in a fast-paced environment.
* Willingness to learn and adapt to new technologies and broadcast procedures.
* Ability to work flexible hours, including some evenings or weekends, as station programming requires.

**Experience Gained in this Role:**

By the end of the employment period, the student will have developed skills in:

* Technology: The student will be able to operate professional broadcast equipment and software.
* Critical Thinking: The student will be able to troubleshoot technical issues and adapt to live broadcast challenges.