

Programming/Operations Assistant – Mercyhurst North East

Mercyhurst College's radio stations WMCE and WYNE are seeking a part-time Programming-Operations Assistant. The position requires work on holidays, evenings and weekends. The candidate will work at both radio stations.

Responsibilities include: supervising the production unit for WMCE; general programming support including automation, voice tracking, music scheduling, music library, traffic, billing and production; assisting with the station's fund raising efforts; assisting General/Sales Manager for WYNE; coordinating promotions; working with students to digitally mix audio production.

Applicant should have one year of professional radio experience to include experience with digital audio editing software programs and production; must be able to work in fast-paced environment and must be organized and able to set up organizational systems.

Send resume with three work-related references to:

Mercyhurst College

Human Resources

501 East 38th St.

Erie, PA 16546

FAX: 814-824-2020

hrinfo@mercyhurst.edu <<mailto:hrinfo@mercyhurst.edu>>

Mercyhurst is an Equal Employment Opportunity employer that encourages members of diverse groups to apply.