

Graduate Assistant – Center for Community Engagement

Position Summary

The primary role for this position is to support the Bear Pantry, the on-campus food assistance program available for the MSU community. This position includes coordination of daily pantry operations, support of the Bear Pantry leadership team, and program assessment. This position will also represent the Center for Community Engagement at university events.

Essential Functions

- Manage daily operations of the Bear Pantry.
- Advise and train Bear Pantry student leaders and volunteers.
- Manage pantry inventory, including ordering, stocking, distribution, etc.
- Coordinate large-scale donation drives and fundraisers.
- Communicate about the Bear Pantry to students, faculty, staff, alumni, and community agencies.
- Coordinate volunteer events and recruit volunteers to support pantry efforts.
- Assist Director with budget reconciliation and reporting (monthly and annual).
- Oversee ongoing assessment of the program.
- Develop and maintain community relations with local non-profits and campus departments.
- Ensure ethical standards are and enforce all university and food safety policies and procedures.
- Participate as an active member of the Center for Community Engagement, the Plaster Student Union, and the Division of Student Affairs.

Other Opportunities

- Advise a Spring, Fall, Winter, or Summer Immersion Trip (Alternative Break).
- Assist in goal and strength development for the CCE.
- Coordinate local service events for students.

Center for Community Engagement Graduate Assistant Learning Outcomes

As result of this assistantship, the graduate will:

- Implement student development theory into practice.
- Gain a greater understanding of food insecurity and interventions to address it.
- Be able to facilitate dialogues around social issues, social change, and power/privilege .
- Learn and implement strategies for assessment and evaluation.

Required Qualifications

- A. Strong written and verbal communication and organizational skills, and the ability to relate to and interact with students, members of the University community and off-campus professionals.
- B. Working knowledge of service methods, reflection facilitation, and team building.
- C. Computer experience in Microsoft 365.
- D. Ability to work an average of 20 hours per week
- E. Be energetic, creative, able to work independently, be a quick-learner, flexible (both in work schedule and attitude), sensitive and open-minded, and able to function effectively under unusual stress.
- F. Must have completed a Bachelor’s Degree and be accepted into a graduate program at Missouri State University

Preferred Qualifications

- A. Experience and interest in pursuing a career related to working with non-profits, social work, community engagement, service programs, or student affairs.
- B. Prior experience working with student organizations either in an advisor or student leader capacity
- C. Ability and willingness to drive university vehicle when job warrants it.
- D. Experience working in diverse environment and/or with students from diverse backgrounds

Job Notes

- A. Not eligible for other University Employment.
- B. Maximum term of employment is two academic years (four semesters) and two eight-week summer sessions.
 - 1. Must enroll for and complete a minimum of six hours of graduate credit (600 level or above).
 - 2. Enroll for no more than a total of 12 hours per semester.
- C. Average working time of 20 hours per week.
- D. Must maintain a 3.00 GPA on all graduate course work.

Application Instructions

Please email the following materials to CCE@missouristate.edu:

- [Graduate Assistant Application](#)
- Cover Letter
- Resume