

Graduate Assistant for Bear Pantry – 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 person will also represent the Center for Community Engagement at university events.

Essential Functions

- Manage daily operations of the Bear Pantry by maintaining standard operating procedures.
- Advise and train Bear Pantry student leaders and volunteers. Essential teams include Data and Operations, Service, Nutrition Education, Donations, Hydroponics, and Outreach.
- 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 data 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 with Center for Community Engagement events and campus-wide service projects.
- Professional networking through local, state and national affiliates.

Required Qualifications

- 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.
- Working knowledge of service methods, reflection facilitation, and team building.
- Ability to work an average of 20 hours per week
- 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.
- Must have completed a bachelor's degree and be accepted into a graduate program at Missouri State University

View the full list of Graduate Assistant Eligibility Requirements:

https://www.missouristate.edu/Policy/Chapter3/Op3_16_1_GraduateAssistantshipEligibility.htm

Preferred Qualifications

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- Experience and interest in pursuing a career related to working with non-profits, social work, community engagement, service programs, or student affairs.
- Passion for community engagement and active citizenship
- Prior experience working with student organizations either in an advisor or student leader capacity
- Ability and willingness to drive university vehicle when job warrants it.

Job Notes

- This position is Stipend Level 1 - See more information about the Fee Waiver and Stipend: <https://graduate.missouristate.edu/CurrentStudents/assistantships-fee-waiver.htm>
- Not eligible for other University Employment.

Application Instructions

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

- Cover Letter
- Resume
- 1 letter of recommendation

Deadline to Apply – April 11, 2025

(Interviews will be scheduled as needed on a rolling basis)