

Food Pantry Coordinator  
Program Assistant Level IV (graduate student)

This position aims to support student life during the academic year and academic breaks through managing the student food pantry as well as academic break program planning. This Graduate Assistant position is a joint position between Wilson Commons Student Activities and The Office of Orientation, Summer and Winter Initiatives. This position includes working closely with WCSA, Summer Sessions professional staff, and Resident Advisors to develop quality programs that align themselves with the mission of the College.

The primary areas of responsibility for the Graduate Assistant are as follows:

1. Food Pantry Management

- Primary staff person responsible for the day-to-day operation of the student food pantry.
- Interview, hire and supervise undergraduate student staff.
- Train student staff on safe food handling protocols for receiving donations, stocking shelves, and tracking usage.
- Develop and implement processes for the intake and organization of food.
- Plan and coordinate on and off campus donation initiatives including collecting items from donation bins.
- Develop marketing and educational materials for the food pantry including maintaining the food pantry website.
- Compile and analyze assessment data on food pantry usage and produce a report at the end of each semester and each academic break.
- Develop relationship with Foodlink and other local college food pantries to ensure best practices are being implemented.
- Attend required trainings for food pantry membership and safe food handling.

2. Program Development and Event Management:

- In coordination with the Assistant Director of Student Activities, plan, market, attend, and manage Summer Session, Winter Stay, and academic break events, including those on evenings and weekends.
- Create calendar of on and off-campus events that occur during the Summer Session and communicate them to Resident Advisors and summer students.
- Lead numerous aspects of program promotion and chronicling through the use of social media, photography, and blog writing.
- Assess all summer session, winter stay, and academic break programs and routinely provide reports.

- Assist with event management during Orientation, Dandelion Day, Senior Week, Community Weekends, Fall and Winter Activities Fair and other WCSA community building programs including Club Rochester, Welcome Back, and Holiday Shopping Fair.

### 3. Administrative:

- Reports directly to the Director of The Campus Center and the Director of Orientation, Summer, and Winter Initiatives.
- Attends Summer Programs Meetings, meetings regarding Winter Stay and other academic breaks, and Food Pantry Steering Committee Meetings.
- Other duties of special interest as assigned.

#### Time Commitment:

20 hours per week; Must be available during summer session and academic breaks

Compensation: \$15.25 an hour

#### Qualifications:

Minimum requirements for the position include, but are not limited to:

- Current matriculated graduate student with a passion for working on initiatives to address food insecurity and with broad knowledge of University resources.
- Two years event planning/management/marketing experience through campus programming, student organization involvement, or not-profit work required.
- Ability and flexibility to work independently and in conjunction with the University community in a fast-paced work environment.
- A commitment to confidentiality.
- Ability to work independently with minimal supervision.
- Strong communication skills across different mediums.
- Supervision experience preferred.
- ServSafe certification preferred.
- Valid U.S. driver's license with clean driving record strongly preferred.