About this Job

Job Summary:
The role of the K-State Cats’ Cupboard graduate assistant is to assist with daily operations of the pantry, provide support to pantry customers, oversee social media outreach, attend presentation and tabling events, assist with supervising ambassadors and pantry volunteers, and manage the inventory and donor databases.

Qualifications:
Candidates should have good interpersonal skills, strong written communication and public speaking skills, experience with Microsoft Word and Excel, and a desire to provide supportive, resource, college student development, and public health and wellness services. Candidate must be available evenings and weekends.

Salary Range:
$12,860/ 12 months.

Conditions of Appointment:
Graduate Assistant will work under the supervision and direction of the Food Pantry Community Outreach Advocate. Position meets requirements to qualify for in-state tuition rates. Appointment is 20 hours per week for 12 months. Term appointment renewable based on performance. Some evening and weekend work hours are required. If selected, you must provide evidence of acceptance in the Kansas State University Graduate School and enrollment in a minimum of 6 credit hours per semester. A background check is required prior to finalizing an offer of employment.

Responsibilities may include:

Pantry Supervision
· Maintain office hours, answer telephone calls, and assist with front desk operations.
· Cover the reception and scanning in of pantry users
· Maintain Cats’ Cupboard policies and procedures.
· Supervise student employees and volunteers.
· Interact with pantry users in a friendly and helpful manner.
· Maintain the Cats’ Cupboard social media presence.
· Serve as the main pantry contact when necessary.

Volunteer Management
· Assist with recruitment and training of front desk volunteers
· Provide front desk volunteers with learning opportunities, professional growth experiences, and feedback.
· Assist with recruitment and management of Cats’ Cupboard Ambassador program.

Administrative
· Manage the Cats’ Cupboard email.
· Assist in hiring, training, and ongoing development of undergraduate student staff.
· Assist with scheduling and advisory board meetings.
· Participate in advisory board meetings when available.
· Lead independent projects such as maintaining inventory database, donation drive outreach and scheduling, nutrition education and cooking classes, and campus marketing and awareness efforts.
· Assist with compiling data on pantry usage statistics.
· Assist with policy development
Campus Outreach

- Attend speaking, tabling, and outreach events to raise awareness of pantry services.
- Provide information on additional campus and community resources.
- Write and submit K-State Today articles as needed.
- Create marketing materials.

Questions:
For questions please visit www.k-state.edu/cats-cupboard or contact Erin Bishop, erbish@ksu.edu.

Kansas State University is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees. Kansas State University actively seeks candidates whose commitments and contributions will advance the University’s commitment to the Principles of Community which can be found at https://www.k-state.edu/about/community.html.

About K-State Food Pantry

Mission: Providing access to nutritious food and support through initiatives that promote health, success, and well-being. Guiding Principles: 1. We believe access to nutritious food is a basic human right. 2. We respect the dignity of every human being. 3. We collaborate with students, faculty/staff, and community members to effect change. 4. We practice good stewardship of knowledge and resources.

Location

009 Fairchild Hall, Manhattan, Kansas 66506, United States