

**Rider University****Department: Office of Service & Civic Engagement****Position Location: Joseph P. Vona Center****Supervisor: Joan Liptrot****Service & Civic Engagement - Resource Pantry Graduate Assistant****Purpose/Role**

The Graduate Assistant (GA) for the Office of Service and Civic Engagement plays a lead role in the continued development of the Rider Resource Pantry and its programming. The Rider Resource Pantry primarily focuses on providing needed resources for students who are enrolled at Rider University for them to be academically and individually successful.

The GA oversees the day to day operations of the pantry including tracking usage, facilitating inventory of supplies, and communicating needs with stakeholders to sustain necessary donations. The GA develops and implements training programs and oversees student pantry volunteers, facilitates educational programming for Rider students, and sustains relationships with external agencies that support the work of the pantry. The GA works with the Office of Development to fundraise and develop partnerships with key stakeholders to support the pantry and with University Advancement to recognize donors. The GA is responsible for initiatives that operate out of the pantry, such as the Appliance Lending Program, Broncs Against Hunger Meal Swipe Program, and End Hunger Advocates, . Furthermore, this position assists with developing and maintaining instruments to measure program effectiveness on campus.

**Duties & Responsibilities**

The Graduate Assistant Position assists with the following tasks and responsibilities:

- Act as a member of the Office of Service and Civic Engagement Leadership Team
- Lead the Pantry Advisory Board including preparing reports and facilitating meetings three times per year
- Serve as a point of contact for resources and relationships with other campus offices
- Develop and maintain instruments to measure student outcomes and other aspects of program effectiveness
- Maintain up to date records on inventory and student usage
- Collaborate with other offices/programs to raise awareness about the needs and usage of the student pantry
- Train and supervise pantry volunteer staff including Pantry Managers and regular volunteers
- Coordinate training efforts with the Office of Service and Civic Engagement
- Support the marketing and oversight of the pantry including a monthly Pantry Newsletter
- Research sustainability resources including grant opportunities and other donation programs
- Other related duties as assigned

**Qualifications**

We are looking for a creative, passionate, culturally aware and detail-oriented individual who is flexible and excited to work in a developing and dynamic environment. An ideal candidate will meet the following qualifications:

- A graduate student enrolled at Rider University
- Flexible schedule and willingness to support evening and weekend programming
- Demonstrated commitment to addressing community needs through service
- Experience working with underrepresented and/or first-generation students
- Strong written and verbal communication skills
- Ability to take initiative and perform independently
- Skills and experience in program evaluation and design of outcome measures
- Ability to comply with the policies and procedures of the Family Educational Rights and Privacy Act (FERPA) and practice confidentiality
- Experience managing others in a supervisory capacity is a plus

**Wage Rate**

Hourly pay for hours worked up to 20 hours/week at a rate of \$13.30/hour, (paid bi-weekly)

**Additional Compensation**

Tuition remission for up to 12 credits/annually (6 credits each during the fall and spring semesters)

Updated: 11/22