

Graduate Assistant for Bear Pantry

Position Summary

The Graduate Assistant for the Bear Pantry supports the Center for Community Engagement in advancing food security and student success at Missouri State University. The GA manages daily pantry operations, advises student leaders, coordinates volunteers, and contributes to program assessment and outreach efforts. This position plays a key role in connecting the Bear Pantry's work to the broader mission of the CCE—empowering the campus community through education, connection, and advocacy.

Learning Outcomes

As a result of this assistantship, the graduate will:

- Demonstrate leadership and supervision skills through student and volunteer coordination.
- Apply assessment and data-informed decision-making to improve program operations.
- Promote inclusion by addressing campus food insecurity.
- Uphold ethical and professional standards in community engagement practice.

Essential Functions

A. Program Management & Operations

1. Oversee daily operations of the Bear Pantry, including inventory tracking, ordering, restocking, and maintaining a clean, safe environment.
2. Ensure compliance with food safety standards and university policies.
3. Maintain accurate records of pantry usage, donations, and inventory.
4. Assist Director with budget reconciliation

B. Student Leadership & Volunteer Coordination

5. Advise and train student leaders and volunteers in goal setting, event planning, and assessment.
6. Coordinate volunteer events and recruit volunteers to support pantry efforts.
7. Promote leadership development and teamwork among student staff and volunteers.

C. Outreach & Communication

8. Represent the Bear Pantry and CCE at university events, orientations, and community meetings.
9. Collaborate with campus and community partners to coordinate donation drives and educational programs on food insecurity and sustainability.
10. Assist with social media, marketing, and other communication to promote pantry awareness.

D. Assessment & Reporting

11. Collect and analyze data on pantry usage, volunteer engagement, and outreach outcomes.
12. Prepare monthly and end-of-semester reports for the CCE Director.
13. Contribute to program improvement through regular reflection and feedback.

E. Other Opportunities

14. Participate in CCE staff meetings and events such as Bear Service Days or Bear Breaks.
15. Participate as an active member of the Center for Community Engagement, the Plaster Student Union, and the Division of Student Affairs professional staff.

Education, Experience, and Skills Required

Graduate Assistant for Bear Pantry – Center for Community Engagement

- Must meet all Graduate Assistant Eligibility Requirements, as outlined by the Graduate College:
https://www.missouristate.edu/Policy/Chapter3/Op3_16_1_GraduateAssistantshipEligibility.htm
- Strong communication, customer service, organization, and leadership skills.
- Required to work an average of 20 hours per week
- Experience and interest in pursuing a career related to working with non-profits, social work, community engagement, service programs, or student affairs.

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.
- Reports to the Director of the Center for Community Engagement.

Application Instructions

Please email the following materials to AlexJohnson@missouristate.edu

- Cover Letter
- Resume
- 1 letter of recommendation

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