

CSUSM Corporation
JOB DESCRIPTION - Student Assistant

Project Name: Associated Students, Inc.

Job Title: Cougar Pantry Specialist- ASI

Hours per Week: Up to 20 hours per week in the fall & spring semesters

Length of Appointment: Fall 2019; Renewal Consideration after Fall

Purpose of the job (definition): The Associated Students, Inc (ASI) Board of Directors (BOD) of CSU San Marcos (CSUSM) are the elected and appointed representatives of the CSUSM student body. The ASI BOD works to promote student engagement through its services and leadership opportunities. The ASI BOD seeks to foster a cohesive community through active interaction and communication with students, the administration, and the local campus community. Our mission is to serve, engage, and empower students. We promote student engagement in all areas of campus life through leadership, advocacy, and service in order to build and strengthen our community.

The Cougar Pantry is a service provided by the ASI BOD to help serve students of CSUSM who face food insecurity on campus. The goal of the Cougar Pantry is to ensure equitable access to nutritious food resources. The Cougar Pantry Specialist position will be responsible for maintaining, developing, and supporting educational and social programs and activities at Cal State San Marcos, as well as collaborating with and serving as the Pantry spokesperson to other campus entities to support issues related to food insecurity, sustainability, basic needs, and more.

Primary Duties and Responsibilities:

Administrative

- a. Check e-mails at least once a day.
- b. Complete timesheets by the 15th and last day of the month.
- c. Complete shift logs after each shift worked.
- d. Maintain, update, and organize Cougar Pantry email account and respond to and/or forward messages appropriately.
- e. Provide supervisor with availability prior to the commencement of each semester & notify supervisor of schedule changes as soon as possible.
- f. Maintain updated Google Drive file for food pantry including but not limited to budget, supply list, planning timeline, key contact list, contracts, marketing plans, and photos from events.
- g. Complete program proposals, planning forms, risk forms, and event evaluations.
- h. Perform daily, weekly, and monthly space maintenance of food pantry, storage room, and any supplies.

Training and Staff Meetings

- a. Attend ASI All Staff Retreat off campus.
- b. Attend and participate in staff meetings.
- c. Attend 1:1 meetings with supervisor.

Cougar Pantry Specialist Responsibilities

- a. Provide good customer service to CSUSM students who utilize the Cougar Pantry
- b. Maintain list of on-campus resources for those who are experiencing food and/or living insecurity.
- c. Maintain inventory of food and disbursement of the food.
- d. Attend and participate in programming meetings.
- e. Coordinate programs details including, location, time, date, and/or marketing.
- f. Assist with event set up, event execution, and event break down.
- g. Develop innovative, intentional programs and initiatives that actively engage the campus community in issues related but not limited to food insecurity, sustainability, and basic needs.

- h. Collaboratively work with the ASI Media and Communications Team to develop marketing for upcoming programs and events.
- i. In collaboration with supervisor, seek collaborative relationships and co-sponsorship opportunities with other campus entities.

Other Duties as Assigned

- a. Complete other related tasks or projects as assigned by supervisor.

Job Qualifications

Knowledge of

- a. The mission, vision, and values of Associated Students, Inc., of California State University San Marcos
- b. Program planning, implementation, and assessment.

Ability to

- a. Effectively manage time and multiple projects both individually and collaboratively, take initiative, and be self-directed.
- b. Stay well-informed of current events on campus and general campus climate.
- c. Use independent judgment to solve problems and make decisions regarding Cougar Pantry when professional staff not present.
- d. Be mature, responsible, and sensitive towards cultural differences.
- e. Effectively use Microsoft Office Suite, e-mail, social media, and other job-specific technology.
- f. Maintain effective, inclusive, and positive communication with members of the staff, attendees of the food pantry/pantry programs, and campus community.
- g. Adhere to ASI student employee expectation.
- h. Work summer, evenings, and weekends as required for any programs related to the ASI Cougar Pantry, food insecurity, sustainability, or basic needs on campus.
- i. Communicate clearly and accurately verbally and written.
- j. Commit to developing a high quality of student life on campus.
- k. Establish healthy, mutually beneficial relationships with others.
- l. Be punctual, professional, and dependable.

Experience

- a. Have proven experience working cooperatively as part of a team.
- b. Strong interpersonal skills and the ability to work collaboratively with diverse students, staff, faculty, and community members.
- c. Previous experience organizing events.
- d. Understanding of issues related to food insecurity, housing insecurity, sustainability, basic needs of students, or related matters.

Education

- a. Must be a currently enrolled student (minimum 6.0 units) with good standing at CSU San Marcos.
- b. Must have an overall 2.0 GPA and receive at least a 2.0 GPA each term.

Hourly Wage: \$12.00/hour

Application Process: Submit application online at ASI website: www.csusm.edu/asi. Attach a resume and cover letter stating why you feel you would be a good fit for the Cougar Pantry as well as what skills you could contribute to the team.