

**Associated Students, Inc. of CSUSM**  
**ASI Cougar Pantry Internship**

**Job Title:** ASI Cougar Pantry Intern

**Hours per Week:** approximately 10-15 hours per weeks in the fall semester

**Hourly Wage:** unpaid – for credit (for academic internship be sure to enroll with [Office of Internships](#))

**Purpose of the internship (description):** The ASI Cougar Pantry Team consists of up to 5 students. They will represent ASI and the ASI Cougar Pantry. They will contribute to the space as well as space marketing and event promotions.

**Learning Outcomes:** Students will gain knowledge of internal ASI Board of Directors (BOD), marketing, networking, food insecurity, food safety, and basic needs. Students will also learn about customer service, effective teamwork, communication, and organization.

**Qualifications:**

- Currently enrolled CSUSM student with at least a 2.0 cumulative GPA
- An interest in food insecurity, basic needs, food safety, sustainability, or other relevant topics
- Knowledge of or willingness to learn about ASI and ASI Board of Directors

**Responsibilities:**

- Support the mission of the pantry
- Attend team meetings and trainings
- Be familiar with the volunteer manual and all pantry policies and procedures
- Be aware of other resources and organizations available for pantry users
- Assist with food donation drive events
- Give input on outreach efforts and marketing materials
- Be punctual, dependable, and reliable
- Follow basic food safety guidelines
- Protect confidentiality of pantry users
- Assist with data collection and reporting
- Be reasonably accessible through phone calls and emails
- Track inventory and maintain maintenance of food pantry space
- Assist with food distribution
- Assist with distributing information of available resources, both on campus and off