



MISSISSIPPI STATE UNIVERSITY™

BULLY'S CLOSET & PANTRY

Mississippi State University | Bully's Closet & Pantry - Graduate Assistant

Academic Year (July 1 - June 30)

Main Campus - YMCA

Department Overview

The primary responsibilities of the Graduate Assistant are to assist the Dean of Students' Office Staff in performing the duties necessary for the operation of Bully's Closet and Pantry.

Qualified candidates should have initiative, flexibility, excellent communication skills, and a strong ability to organize and prioritize tasks. The Graduate Assistant should possess a passion for helping others and an understanding of food insecurity.

The Graduate Assistant may present at and participate in professional conferences. Further, at various times during the year, night and weekend work may be required. This position is a high functioning position. The Dean of Students' Office is seeking a professional who can work well with others, work independently, and who is committed to serving others.

Responsibilities

- Oversees all aspects of the operations of Bully's Closet and Pantry and support the MSU Food Security Network, which includes the Block-by-Block program.
- Orders supplies needed for pantry, tracks receipts, coordinates weekly deliveries and orders, and other statistic details.
- Has good supportive supervision skills for the AmeriCorps VISTA, and both reporting to Student Services Coordinator as well as Dean of Students' Office Staff.
- Ensures food pantry, office space, storage space, etc. are all clean and well organized.
- Participates in supervision and weekly staff meetings, Dean of Students' Office events, and other office-related activities.
- Manages student data and provides annual statistics report to Student Affairs administration.
- Monitors GivePulse, Cowbell Connect, and Excel Spreadsheets (Bully's Closet and Pantry computer systems)
- Provides support with other department/student initiatives, special events including community and campus outreach, as well as participate in campus partner events.
- Advises Bully's Closet and Pantry Ambassadors (Student Organization)
- Other duties as assigned.

Working Conditions

- Remain in a stationary position at a workstation and use a computer
- Assist with moving boxes, packing, and carrying food pantry bags
- Ability to drive van
- May need to travel to various campus/community locations

How to Apply

Applicants should submit their application, cover letter, and resume, at saffairs.msstate.edu/assistantships.

Additional Information

Student will work 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive 71% tuition waiver, stipend paid twice a month, and professional development funds when available.

MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, ethnicity, sex (including pregnancy and gender identity), national origin, disability status, age, sexual orientation, genetic information, protected veteran status, or any other characteristic protected by law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.

For more information, contact Dean of Students at 662.325.3611.