Position Information

**Title:** GA for Huskers Helping Huskers Pantry+

**Appointment Dates:** August 13th, 2018 - May 10th 2019

**Description:** Huskers Helping Huskers Pantry+ is a pantry with free food, hygiene items, and school supplies for students in need. The pantry also provides resources to help students with food and shelter insecurity issues. The pantry is under the direction of the Student Money Management Center.

**Duties:**
- Collect donations from the donation bins, the Food Bank, and food drives and stock and organize the shelves
- Market the pantry, including creating social media content and speaking to groups
- Find and create resources on food and shelter insecurity for the office and for the website
- Solicit donations from university and community groups and help coordinate food drives
- Interact with students who need to use the pantry, including referring students to other resources, while respecting their privacy and understanding verbal and nonverbal cues that may indicate the student has broader needs than just occasional food insecurity (training will be provided)
- Assist in collecting data and creating assessments on the pantry’s use and effectiveness
- Coordinate and train volunteers and assist in running Student Advisory Board meetings
- Act as a liaison and representative of the pantry for university and community groups, as needed
- Other duties as assigned

**Qualifications:** Applicants must be admitted to a department or major area with a specific graduate degree objective. A graduate assistant must be enrolled for credit during the spring semester. Graduate students with any major are welcome to apply. Candidate should be able to lift 40 pounds. Candidate must have exceptional research and writing skills, must enjoy talking to new people, and must be comfortable with Microsoft Office and Google Drive. Candidate should also be able to work independently and must be well organized with a high attention to detail. The ideal candidate has experience working with food or shelter insecure populations and/or has an interest in food or shelter insecurity issues. The ideal candidate also has experience with counseling or social work.

**Hours:** The GA will work 19.6 hours per week during the hours of 8 am and 8 pm. Some night and weekend hours may be required. Hours will be flexible with class schedule. The ideal candidate would be able to continue to work at the pantry during summer 2019. The candidate may be offered a renewal of the assistantship for the 2019-2020 school year provided that funding is available, the student is making satisfactory academic progress, and the student's assistantship performance is judged to be satisfactory by his or her supervisor.

**To Apply:** Send resume to Megan Scherling at mscherling3@unl.edu or drop off at 237 Nebraska Union. Resumes will be accepted until at least April 25th. Interviews will begin immediately.