Binghamton University – Dean of Students
Food Pantry Operations Graduate Assistant

Description
Binghamton University seeks a Graduate Assistant for the 2020-21 academic year to work with the Binghamton University Food Pantry, assisting in executing operations and food inventory and management while supporting efforts that align with the values of Binghamton University. This position works alongside the Assistant Director of Parent and Family Programs and Food Pantry Operations, and another Graduate Assistant responsible for supervising undergraduate staff who work at the pantry, including student interns and student workers.

Duties and Responsibilities
- Assist in overall management of inventory of food and hygiene items.
- Work with Assistant Director in ordering food and items through CHOW and the Food Bank of the Southern Tier (FBST.)
- Assist and oversee processes as they relate to deliveries, inventory control, storage and fulfilling orders, either in person or through online order form.
- Work with and offer advising to student group Food Recovery Network.
- Oversee management of food drives and food collection from departments and student organizations.
- Assist in research, data collection and creating reports and charts
- Assist in development and maintenance of procedural manual when needed
- Attend campus-wide meetings as requested by supervisor

***Occasional weekend and/or evening hours may be required of the GA to run specific events sponsored by the office. These hours count toward the 20-hour work week.

Qualifications
- Candidates must be accepted into a Binghamton University graduate program for the 2021-2022 academic year and hold a Bachelor’s degree. Specific preference will be given to students in Student Affairs Administration and Masters of Public Administration.
- Strong organizational skills, attention to detail and ability to manage multiple priorities
- Ability to work interdependently with professional staff, and other graduate students
- Ability to update web-based materials
- Proficiency using Excel spreadsheets, Microsoft Word, and Google is required
- Excellent written, oral, and interpersonal communication skills are required
- Event planning, student programming experience and excellent organizational skills is required

Stipend
This assistantship includes a salary stipend for the academic year of $10,200, paid biweekly. This position is represented by the Graduate Student Employees Union (GSEU) and the stipend includes all potential union-negotiated raises applicable for the academic year. Twenty hours of work per week is expected. Tuition scholarships may be available.

TO APPLY
Interested candidates should submit a cover letter, resume and contact information for three professional references via email to Linda Salomons, Assistant Director, Parent and Family Programs and Food Pantry Operations at salomons@binghamton.edu.

In keeping with our commitment to build a culturally diverse community, Binghamton University invites applications from women, people with disabilities, and members of minority groups.