



Stony Brook University

Seawolves Pantry

Graduate Coordinator Position Description

At the Center for Civic Justice and Stony Brook Food Pantry, we are committed to empowering students with the tools and skills to create positive change in their communities. Our operation's food pantry offers direct application of our commitment to community engagement, providing students, staff, and faculty with resources to address food insecurity. Our Graduate Student Coordinators support the overall operations of the food pantry by overseeing programs, resources, and initiatives.

This Graduate Coordinator position is responsible for:

- Supporting the overall operations of the pantry during regular business hours and, occasionally, outside regular business hours for special programs or events.
- Providing oversight of internal management systems (inventory, donations, user statistics) and collecting and analyzing data related to the pantry operation.
- Oversight of student volunteer program including reviewing applications, leading the interview process, facilitating orientation sessions, and coordinating volunteer schedules.
- Coordinating weekly restock purchase orders.
- Pulling high risk PantrySoft reports weekly and communicating concerns to supervisor and Student Support Team.
- Connecting guests with additional internal and external resources when needed.
- Participating in the Seawolves Pantry operations strategic planning process and weekly supervision meetings.
- Collaborate across the division or college-wide units to support food security and basic needs initiatives.
- Proposing, developing, and implementing programs to promote and expand the pantry.
- Communicating with internal and external guests and stakeholders when needed and monitoring the pantry's email account.
- Identifying possible external funding opportunities to support pantry operations.
- Research best practices implemented at other institutions to address food insecurity.

Additional responsibilities will be detailed as necessary and appropriate within the scope of the position.

We are looking for Graduate students with the following qualities:

- Demonstrate interest in being a community leader and social advocate.
- Demonstrate strong organizational and administrative skills.
- Demonstrate strong leadership abilities and potential to lead projects.
- Strong ability to communicate with internal and external visitors and stakeholders.
- Strong ability to use Google Apps for Education (Mail, Drive, Calendar) and Zoom.
- Previous experience working in customer service is desired, but not required.
- Previous experience working with disenfranchised communities is desired, but not required.
- Previous experience working in an environment seeking to address food insecurity or other basic needs concerns is highly desired, but not required.

This position is 15 hours per week, conducted during regular business hours (9:00 AM - 5:00 PM, Monday through Friday). Unless otherwise indicated, this position will be located on Stony Brook University's West Campus at the Stony Brook Seawolves Pantry and will require responsibilities to be conducted on site. This position lasts for the duration of the entire academic year.

The Graduate Student Coordinator is compensated at an hourly rate of \$17.00. Frequency of compensation is bi-weekly.

Participating students will need to maintain a cumulative and semester Grade Point Average (GPA) of 2.5 ("good academic standing"), and maintain good judicial standing with Stony Brook University.

Questions about this position can be directed to our email: sbufoodpantry@stonybrook.edu.

Last Updated: October 2024