Graduate Assistantship for Basic Needs Insecurity in Care Management Services

Job Description
The Basics Needs GA for Care Management Services will work collaboratively with the Director and Coordinator for Care Management Services using a solution-focused approach to assist students with a wide variety of needs and concerns. Graduate Assistant will oversee the operations for “The Store” Xavier University’s food pantry. This position will work to alleviate the challenges and hardships of food insecurity on Xavier’s campus.

Specific Duties Performed:

- Market and promote “The Store” to Xavier students dealing with food security including traditional and social media marketing applications
- Market and promote “The Store” to faculty, administrators and staff on campus
- Develop sustainability systems to decrease food waste and increase access to students facing food insecurity
- Work closely with key offices and volunteers to administrator “The Store”
- Work closely with the Cincinnati Free Store Food Bank and other community partners to order and receive food items
- Coordinate volunteers, campus food drives, and all procedures relating to the operation of “The Store”
- Create and implement awareness programming related to food insecurity
- Coordinate intake and application process of those requesting food, assist these students in obtaining additional campus resources if needed
- Manage storage of dry and perishable goods
- Evaluate and assess efficiencies of “The Store”
- Create educational materials to assist students in applying for government benefits (SNAP, etc).
- Conduct care meetings with students of concern to ensure continuity of services
- Provide administrative support to the Case Management Services, Residence Life, and Dean of Students Office, as necessary.
- Other duties as assigned

Semester/Date of Position
Fall 2021 and Spring 2022

Salary/Tuition Remission
$8.80 hr. and 9 credit hours for fall semester and 9 credit hours for spring semester (maximum remission rate allocated is $670 per credit hour)

Days and Hours Required for Position
Available to work 20 hours each week.
Qualifications

Minimum Qualifications:

- Organized and detailed orientated
- Demonstrated positive interpersonal skills
- Have good critical thinking skills
- Ability to balance multiple priorities and deadlines
- Provide appropriate support and maintain confidentiality of personal information of student applicants

Preferred Qualifications:

- Experience with administrative processes including asset management, inventory and procurement
- Experience with marketing and community and civic engagement programs

Upon hiring, On-Campus Employment Forms are required before employment begins.

Requested Application Materials
Submit a resume, application, and cover letter stating qualifications.

The graduate assistantship application is found on the following webpage:

https://www.xavier.edu/graduateschool/graduate-assistantships/applying-for-graduate-assistantship

Contact Information
Please send all application materials and questions regarding the position to:

Natalia Weekly
weeklyn@xavier.edu

Please send all general questions regarding graduate assistantships to XUgrads@xavier.edu or call 513-745-3957.

All application materials must be received no later than Monday, August 9, 2021

Thank you for attending Xavier University and for your interest in the graduate assistantship position.