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## MISSISSIPPI STATE UNIVERSITY JOB DESCRIPTION

Job Title: Graduate Assistant for Bully's Pantry

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### Position Announcement

The Graduate Assistant for Bully's Pantry (Dean of Students Office) will primarily be responsible for the coordination of the free food pantry services for students and will oversee the supervision of student workers and student volunteers. This position is a year-round, part-time commitment. The Graduate Assistant will report to the Associate Director of Student Conduct.

Graduate students pursuing studies in the following areas are preferred: business, supply chain management, accounting, computer science, statistics, marketing, student affairs, counselor education, communication, educational leadership, public policy, education, psychology, or sociology. Most importantly, prospective graduate assistants must possess a strong work ethic and interest in student and community development.

### Job Summary

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 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.

### Essential Duties and Responsibilities

The following examples are intended as illustrations only of the various types of duties assigned in positions allocated to this classification. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

1. Oversees all aspects of the operations of Bully's Pantry and support the MSU Food Security Network, which includes the Block-by-Block program.
2. Orders supplies needed for pantry and vending machine, tracks receipts, coordinates weekly deliveries and orders, and other statistic details.
3. Has good supportive supervision skills for the student workers, and both reporting to the Associate Director for Student Conduct as well as Dean of Students' Office Staff.
4. Ensures food pantry and vending machine, office space, storage space, etc. are all clean and well organized.
5. Participates in supervision and weekly staff meetings, Dean of Students' Office events, and other office-related activities.
6. Manages student data and provides annual statistics report to Student Affairs administration.

7. Monitors GivePulse, Cowbell Connect, and Excel Spreadsheets (Bully's Pantry computer systems)
8. Provides support with other department/student initiatives, special events including community and campus outreach, as well as participate in campus partner events.
9. Advises Bully's Pantry Ambassadors (Student Organization)
10. 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

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.

For more information, contact Emily Stephens at [estephens@saffairs.msstate.edu](mailto:estephens@saffairs.msstate.edu).