Assistant Program Coordinator (APC)
The Store: GW’s Food Pantry
Handshake Position # 2029039

Develop your professional skills, learn more about student affairs and engagement, and make a difference in the lives of students! The Center for Student Engagement is seeking a graduate student interested in serving as the Assistant Program Coordinator (APC) for The Store: GW’s Food Pantry for the current academic year, Fall 2018-Spring 2019.

Who are we?
The Center for Student Engagement’s (CSE) mission is to transform the student experience and empower students to become active and engaged global citizens and leaders. We aim to enhance all aspects of the student experience at GW, including student leadership, on-campus living, fraternity and sorority life, student organizations, outdoor leadership, off-campus life, graduate students, as well as special populations such as first-generation and transfer students. We are committed to leadership, community, advising, and our own departmental excellence.

The Assistant Program Coordinator for The Store: GW’s Food Pantry is a member of the Community Support and Leadership (CSL) team within the CSE. The CSL team is responsible for all leadership programming, support of special populations, graduate, as well as programs and services supporting distance and professional students.

The Store is a student-run food pantry at The George Washington University (GW) that is managed by the Store student organization and The Center for Student Engagement, providing resources and support for students living with food insecurity. Over the past couple of years, the awareness of this need has increased on college campuses as students make hard choices about how to spend their limited resources. The Store’s mission is to address student need at GW by offering food and other resources to ensure that every student has the opportunity to succeed. https://studentengagement.gwu.edu/store

What are we looking for? We are looking for one (1) GW graduate student who...

- enjoys working with students, and wants to have a positive impact on the GW student experience;
- has previous student or professional leadership experience;
- has strong communication skills (written and verbal);
- maintains professionalism while exhibiting respectful discretion of confidentiality and anonymity for students;
- works well on a diverse team; is able to dedicate 25-hours a week to the role
- presents strong organizational skills, proven ability to stay on task, meets deadlines, and demonstrates follow through on assignments;
- is highly motivated, self-directed, mature, and flexible; with a desire and ability to work with a diverse population; and
- possesses a current Driver’s License, be capable to pass a safe driver test, and have a clean driving record.
What are the responsibilities of this role?

- oversee the operations and growth of the Store: GW’s Food Pantry;
- advise and support the student organization that manages the daily functions of The Store;
- advocate for student success in regards to affordability;
- collaborate with university stakeholders and external campus partners to foster existing and create new relationships;
- communicate with donors in an effective manner;
- maintain confidentiality and respect in working with trusted information;
- support and guide other institutions in their outreach while forming and supporting on-campus pantries;
- keep up to date on best practices, statistics and emerging trends, and challenges of campus food pantries;
- lead trips to obtain new inventory; be able and responsible to drive a university vehicle;
- be able to lift up to 50 pounds, and lift 35 pounds frequently; and
- supports team initiatives within the CSE and the overall GW community.

What are the benefits and compensation of this role?

The Assistant Program Coordinator will receive ongoing training, mentorship, and professional development opportunities, as well as hands-on experience. In addition, this position provides an hourly wage of $13.50. Employment may also available during summer of 2019 as well as the possibility to continue for the 2019-2020 academic year. Applicants should not be dissuaded from applying if neither available nor interested in employment past the current 2018-2019 academic year.

How do you apply?

To apply, please submit a current resume and a specific cover letter (preferably in a PDF format) to: CSEJOBS@GWU.EDU, with the subject line “CSL APC The Store Applicant Materials”.

What are the prerequisites to be considered?

An Assistant Program Coordinator must be a currently enrolled graduate student at GW as a full-time student for the entirety of this current academic year. This position is subject to a background check that includes Criminal History Screening, Education/Degree/Certifications Verification, Social Security Number Trace, Sex Offender Registry Search, and Prior Employment Verification. The applicant must also be able to pass a safe driving test and have a current, valid Driver’s License. The overall presentation of submitted application materials will be considered.

What are the search, selection, and hiring timeline?

Applicant materials will be reviewed on a rolling basis; interested parties are strongly encouraged to submit by October 6, 2018 to receive priority consideration. Selected applicants will be asked to partake in a team interview in October, with a final hire and optimal start mid-October.

If you have questions, or would like more information, who should you contact?

Any questions regarding this employment opportunity can be directed to: CSEJOBS@GWU.EDU.

GW is an AA/EEO Employer