



Graduate Assistant for Bear Pantry

2026-2027 Position Description

Bear Pantry Summary

As UNC's on campus food bank, the Bear Pantry supports students struggling to access sufficient, affordable, and nutritious food while pursuing their education. The UNC Bear Pantry hopes to minimize food insecurity among students while they work toward academic and personal success.

Bear Pantry Goals

- Provide access to affordable and nutritious food for UNC students experiencing food insecurity
- Provide educational opportunities for students, faculty, and staff about the impacts of food insecurity and the resources available to support those in need
- Create and maintain campus and community partnerships to promote and sustain the UNC Bear Pantry

Graduate Assistant Expectations

Duties and Responsibilities

The Graduate Assistant for the Bear Pantry will provide direct support to the Bear Pantry by completing the following responsibilities:

- Oversee the daily operations of the UNC Bear Pantry, including assisting Bear Pantry guests, facilitating checkout processes, purchasing/restocking, managing inventory, coordinating hours of operations, etc.
- Recruit, hire, train, and supervise volunteers
- Assist the Director, Center for Student Well-Being with assigning and overseeing the Bear Pantry Shift Manager's duties.
- Use PantrySoft to coordinate pantry operations, including tracking inventory, collecting usage data, communicating with students, and checking in and assisting pantry guests.
- Participate in budgeting process, including making and allocating purchases
- Coordinate and support donations, drives, and University initiatives and fundraisers, such as Build for Bear Pantry (facilitated by Office of Student Life), Holiday Food Donation Drive (facilitated by the Office of the President), Bears Give Back (facilitated by Office of Advancement)
- Facilitate Mobile Food Pantry and Holiday Turkey Giveaway.
- Engage in tabling events to promote guest usage and volunteer sign-ups.
- Attend events with/for various campus partners.
- Coordinate the Bear Share meal swipe program, and Catering food repackaging program in collaboration with Sodexo (Dining Services)
- Manage Bear Pantry social media accounts and assist with maintenance of the Bear Pantry website.
- Collect usage data and communicate with stakeholders, including completion of Weld Food Bank Monthly Survey
- Monitoring food recalls and sending proper communications to students who might have been affected.
- Ensuring volunteers and products are following guidelines set by Weld Food Bank, Colorado Department of Health, and Bear Pantry specific guidelines.
- Provide referrals for students to work with Resource Navigators and Case Managers in the Dean of Students Office to receive additional support.
- Provide community outreach and education surrounding food insecurity and federal, state, and local assistance programs.



Hours & Availability:

This position may require work during evening hours (after 5pm) and on weekends in order to host office hours/open pantry hours, attend/participate in university events, coordination donation drives, tabling, etc.

Additionally, the graduate assistant will be expected to work hours at least 3-4 days per week.

Physical Demands:

This position is primarily responsible for purchasing and stocking of food and supplies. As such, individuals will be expected to routinely lift items up to 50 pounds.

Additional expectations related to academic course load and outside employment are outlined in the [Graduate Assistant Handbook](#).

Qualifications and Additional Requirements:

Minimum Qualifications:

- Admitted to a Master's degree program at UNC
- Be in good academic standing (*Students admitted with a lower than 3.0 gpa and academic provisions may not be hired in assistantship positions until they earn at least a 3.0 gpa or their academic provisions are met*)
- Must have a valid driver's license for a minimum of two years.
- Competency in MS Office suite and various social media platforms
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Preferred Qualifications:

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- Existing knowledge and experience working with food insecurity
- Ability to work in a collaborative, team environment and providing guidance to team members in managing projects (coordinating and delegating tasks)
- Strong written/verbal communication, conflict management, and interpersonal relationship skills
- Experience working with individuals from marginalized identities; commitment to working with diverse student populations and reducing health inequities
- Experience educating on social issues in accessible ways

Additional Requirements:

- This position requires an individual to have an active driver's license that was issued no later than July 1, 2024 (a license for two years). In addition, the individual must pass a driving record check to register use of University vehicle(s).
- By applying, applicants consent to a conduct check completed by the Dean of Students Office.

Training Commitments:

- Attend the annual Division of Student Affairs graduate assistant training day, or equivalent
- Complete annual training in Title IX (harassment identification/prevention), resources to assist distressed students, FERPA, and other training offered by the supervisor.
- Additional on the job training will be outlined by supervisor upon start of position



Compensation:

The Graduate Assistant will receive a stipend of \$19,370 over a 12-month period in addition to in-state tuition and fees. Graduate students classified as out-of-state will be responsible for covering the difference in tuition and fees. The tuition waiver covers up to 10 graduate-level courses per semester.

Contract Period for Position:

This Graduate Assistantship is a full-time, Master's level, fiscal year contract. The contracted period is July 1, 2026 – June 30, 2027. The full-time assistantship is appointed for 18 hours per week during the contracted period. The contract period includes all pre-service and in-service training. The schedule of a student in fiscal year contract follows the UNC calendar, which includes the expectation to work during spring, fall, and winter breaks. Fiscal year contracts allow one week of vacation during the fiscal year. Graduate Assistants receive sick leave, as outlined in the [Paid Sick Leave Policy](#).

Employment Outcomes:

By serving in this position, the Graduate Assistant for Bear Pantry will be able to:

- Coordinate the operations of a unit serving approximately 4000 guests, annually
- Collect and summarize usage data for a variety of audiences (I.e. donors, grant funders, and community partners)
- Articulate the impact of food insecurity on college students and how the work of a food pantry supports the academic mission of the institution
- Develop community education around food insecurity and available resources to address it

In this position you gain a wide range of career readiness skills recognized by the National Association of Colleges and Employers (NACE). As a result of performing the job responsibilities of the Bear Pantry Graduate Assistant position, students will increase their knowledge, skills, and abilities in the following highly employable areas:

- Critically Thinking and Problem Solving – Executing sound reasoning while analyzing issues, making decisions and overcoming obstacles.
- Communications – Expressing thoughts/ideas in a clear and effective manner both in-person and in written form.
- Teamwork/Collaboration – Building strong collaborative relationships with peers and university/community partners; while demonstrating working through healthy conflict management.
- Leadership – Leveraging the strengths of others to achieve a common goal, managing emotions, using empathy to guide and motivate others while organizing, prioritizing and delegating workloads.
- Work Ethic – Demonstrating personal accountability, effective work habits, integrity/ ethical behavior, acting with the interests of the larger community in mind and can learn from mistakes.
- Equity and Inclusion – Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, abilities and religions. Demonstrating, inclusiveness and the ability to interact respectfully with all people and gain an appreciation of individuals' differences.
- Digital Literacy – Integrating existing technologies ethically/effectively to problem solve, complete tasks and accomplish goals while demonstrating adaptability to new and emerging technologies.
- Career Development – Identifying and communicating one's skills, strength, knowledge, experiences and areas of professional growth relevant to desired career goals. Able to navigate and explore job options, career next step opportunities and self-advocate for those opportunities in the workplace.



To apply, please submit a cover letter and resume on Handshake, see job#1090361.