

UT OUTPOST GRADUATE ASSISTANT (GA)
POSITION DESCRIPTION

Hiring Area: Office of the Dean of Students

Supervisor: Valeria Martin, Assistant Director for Basic Needs

Compensation: 20 hours per week assignment at \$19.33 hourly rate. Maximum of 384 hours paid per long semester.

Length of appointment: By Academic Term (Fall & Spring) with option to renew, based on funding, for a total of 4 terms if mutually agreed by student and supervisor.

POSITION OVERVIEW

UT Outpost is the campus food pantry and career closet; offering free groceries and free professional clothing to UT students experiencing food insecurity and/or financial hardship. This role is to serve as the UT Outpost Graduate Assistant in the Office of the Dean of Students, including managing the daily operations of UT Outpost – food pantry and career closet, assisting with the marketing and outreach of the program, collaborating with UT Outpost Satellite pantries, managing donation drives and supervising student leaders and volunteers.

- Flexible hours to be scheduled between 8:00 a.m. and 7 p.m., Monday through Friday, with some prescheduled evening and potential weekend hours
- Hybrid work schedule; in-person work requirement with option for some remote work
- Qualification for in-state tuition rates
- Comprehensive insurance benefits package (September – May)
- Hands-on work in student affairs field, providing excellent work experience
- Hands-on work in food insecurity, food safety management, inventory management, student leadership development and program management.

DUTIES AND RESPONSIBILITIES

- Oversee the daily operations of UT Outpost to address food insecurity and support students impacted by financial hardships.
- Facilitate donation drive processes with student organizations and campus/community partners to fulfill the mission of UT Outpost and sustainability of resources.
- Co-supervise Student Leadership Board of 5 student leaders by managing schedules, holding accountability, and leading team meetings, trainings and other development activities.
- Serve as the primary liaison with UT Outpost Satellites; ensuring that they are stocked and are reporting proper information.
- Drive University vehicles for deliveries and pick-ups.
- Prepare and synthesize monthly shopping reports; compiling data and identifying shopping trends and students of concern.
- Conduct data-informed outreach to students of concern and offer additional community resources and support.
- Recruit, train, organize, and manage student volunteers to assist with daily operations.
- Help facilitate educational programs, events, and tours in collaboration with Student Leadership Board to inform the campus community about UT Outpost.
- Collaborate with the DOS Communications team on website updates, social media, and marketing materials.
- Assist with leading evidence-based training and assessment that addresses food insecurity and financial hardships in a college population.
- Marginal/Incidental functions - Other related functions as assigned.

QUALIFICATIONS

- Graduate student (master's level preferred)
- Demonstrate an understanding of food insecurity and financial related issues among college students

- Experience partnering with student organizations
- Experience working with populations, such as first-gen, non-traditional or international students, who tend to experience higher rates of food insecurity
- Demonstrated organizational, administrative, listening and problem-solving skills
- Demonstrated leadership skills
- Experience and comfort with public speaking
- Ability to exercise a high level of discretion, and uphold privacy and confidentiality of student records
- Excellent oral and written communication skills, and ability to work independently in a fast-paced environment
- Has or is willing to acquire a Texas driver's license (preferred)

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Business Management** – Gain skills in managing day-to-day operations, inventory management, assessment, budgeting, and volunteer/staff coordination.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain wellbeing.
4. **Food Safety** – Learn how to manage food safety and maintain health code standards.
5. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
6. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

Please contact Valeria Martin, vmartin@austin.utexas.edu or 512-232-6174, if you have questions.