



## **Clyde's Cupboard Graduate Assistant**

### **Nature of Work**

Clyde's Cupboard is non-need-based food pantry that provides free food and toiletries to members of the UCCS Community. Clyde's Cupboard aims to reduce food insecurity to support student success and the establishment of lifelong healthy behaviors.

Clyde's Cupboard is a donation-based program operated by the Office of the Dean of Students and supported by Student Government, Student Life, and the Recreation and Wellness Center & Dining and Hospitality Services. Food pantries are located on campus in the Student Life Office and the Recreation and Wellness Center. Services and programs provided through Clyde's Cupboard includes weekly food-pantry visits, Fresh Food Fridays, and Mountain Lion Meals.

This position will provide primary oversight to Clyde's Cupboard operations & services, including the implementation of new services and programs to address food-insecurity, supervision of student employees, and development of promotion and education programs.

The position is a part time position requiring up to twenty-five (25) hours per week.

### **Learning Outcomes**

This position will directly allow the Graduate Assistant to gain experience in the following ACPA/NASPA student affairs professional competencies:

- Advising and Supporting
- Personal and Ethical Foundations
- Organizational and Human Resources
- Student Learning and Development
- Leadership
- Assessment, Evaluation and Research

### **Relationships**

The Clyde's Cupboard Graduate Assistant will also collaborate with departments & colleges across campus, to include: The Recreation and Wellness Center, Residence Life and Housing, Office of Student Activities, Dining and Hospitality Services, Student Government Association, College of Education, Beth-El College of Nursing and Health Sciences, Office of Financial Aid, Office of Sustainability, The UCCS Alumni Relations and Annual Giving Office, Excel Centers and the Kraemer Family Library.

### **Reporting/Supervision**

This position will report to the CARE Team and Student Support Program Director, and may receive additional supervision and support from the Dean of Students or Assistant Dean of Students.



## **Position Responsibilities**

**Operational Support:** *The primary role of this position will be to maintain all the operations of the Clyde's Cupboard food pantries and additional resources/services provided to students. Duties include:*

- Supervision of 2 undergraduate student employees
- Purchasing non-perishable food items on a monthly/as-needed basis to replenish food pantries;
- Purchasing fresh produce & perishable food items for the Fresh Food Friday program;
- Purchasing additional food items to accommodate students with dietary specific needs to include: gluten-free items, veggie proteins items and tofu
- Assist in restocking and maintaining inventory of food items in the food pantries;
- Procure donations of non-perishable food items, fresh produce or monetary donations to be utilized for the food pantries and programs;
- Provide oversight and support of the Mountain Lion Meal Program;
- Provide oversight and support of the Grocery Giftcard Program;
- Provide oversight and support of the Baskets of Snacks Program;
- Work in partnership with the Wellness Center dietician to arrange monthly recipe bags & healthy recipes;
- Assist in other programs with campus partners as assigned;

**Program Implementation & Promotion:** *The secondary role of this position is to support the implementation of new initiatives and programs as well as increase the awareness and promotion of all programs through Clyde's Cupboard. Duties include:*

- Collaborate with academic departments to promote Clyde's Cupboard through academic classes;
- Assist in the promotion of Clyde's Cupboard through social media;
- Host awareness tables;

**Miscellaneous Duties:** *Additional duties include:*

- Assist with campus-wide food drives or fundraisers for Clyde's Cupboard;
- Attend & take notes for the Clyde's Cupboard Advisory Board;
- Serve on department and campus committees as assigned;
- All other related duties as assigned by the Dean of Students.



### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Enrollment in graduate program at UCCS
- 3.0 or higher GPA, cumulative and semester
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Experience in event planning, coordination, and oversight of various events

### **Preferred Knowledge, Skills and Abilities**

- Enrolled in the Student Affairs in Higher Education (SAHE) Master's Program
- Demonstrated experience working with college students, alumni/ae, and/or university administrators
- Student Advisement and conflict management skills
- Experience with public speaking
- Experience with supervision
- Knowledge of food insecurity
- Possess energy, creativity, organizational skills, and leadership/team development
- Marketing, design, and/or web development skills.
- Ability to work effectively with ambiguity and in a high energy, fast-paced environment
- Must maintain critical thinking skills linked with a solution focused attitude, ability to work irregular hours and serve as a member of a team

### **Compensation**

Compensation for this position is comprised of the following:

- 2 Year Position, running, July 1, 2022 - June 30, 2024, extensions possible based on funding.
- Compensation for this position will include a \$5,250 per fall/ spring semester stipend, and \$2,000/summer semester stipend (to be paid monthly and not to exceed 12,500 annually)
- Alternatively, this position may be offered at an hourly rate of up to \$13.50/hour for up to 25 hours/week.
- Compensation for this position will also include a tuition waiver of up to 6 credit hours at the current in-state tuition rate for your program during Fall and Spring semesters, and/or up to 3 credit hours in the Summer Semester. Benefit may not exceed \$8,000 annually (July 1-June 30). This offer is contingent upon meeting the enrollment requirements and working over 2/3rds (10 weeks) of the semester. Enrollments will be monitored through the duration of the add/drop period and the tuition waiver will not be issued unless you are enrolled for the required minimum number of credit hours. Termination of employment may result in loss of tuition waiver.
  - Tuition waiver is only guaranteed for the 2022-2023 academic school year. Additional year of providing the tuition waiver may be possible based on funding.

#### **Office of the Dean of Students**



University of Colorado  
Colorado Springs

- Compensation for this position does not include benefits, and the GA may not work, on average, more than 25 hours a week. The GA may not hold any other paid employment on any University of Colorado campus, including UCCS. Additional off-campus employment must receive prior approval.

**Background Check**

Successful candidate must pass a background check to include license and educational verification, prior employment verification, sex-offender registry check, criminal history, driving history and credit history.

**Application**

Submit documents (resume & cover letter) through the Graduate School application process.

**Office of the Dean of Students**

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