University of Northern Iowa
Student Life & Event Services

Position Title: Panther Pantry Student Assistant – Panther Pantry

Reports to: Constance Hansen
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Position Description:
● Oversee processes and procedures for the procuring, distributing, and recording of food and necessities items.
● Assisting with coordinating and training of pantry volunteers, intake and application process, marketing and communication, and managing of program budget.
● Serve as student liaison with internal and external constituents in supporting the food pantry.
● Evaluate and assess efficiencies of the pantry program.
● Support departmental outreach efforts.
● Light cleaning skills and must be able to do some heavy lifting of canned and dried goods

Qualifications:
● Exceptional interpersonal and organizational skills are also required.
● Excellent written and verbal communication skills.
● Working knowledge of standard computer programs, specifically Microsoft Office, Google Drive, Drupal, as well as social media platforms (Facebook, Twitter, Instagram, YouTube and Hootsuite).

Character Traits
● Approachable and friendly demeanor, able to work as part of a team.
● Ability to balance multiple projects, prioritize, and work independently.
● A self-starter who can self-structure their work and are comfortable with ambiguity.
● Possess the initiative to thrive in a dynamic environment.
● Must be comfortable working in a fast paced environment.