



Position: SRC Administrative and Pantry Specialist

Department: Student Resources Center

Employment type: Part-time, 20 hours or less

Overview: As a member of the Student Resource Center (SRC), the Administrative & Pantry Specialist will support and implement the overall operations of the SRC and the Panther Pantry. The Specialist will serve as the first point of contact for students, staff, and faculty as well as guide students to complete the Student Resource Center (SRC) assessment, provide resources and promote SRC services, especially food distribution events. The Specialist will also assist in program data collection and food inventory management, to include, pantry donation pick-ups, stocking, sorting, and rotating all food donations, recording all food donations, and ensuring the pantry space stays clean, neat, and organized.

Work Schedule:

Job Duties and Required Competencies:

Career and Self-Development:

- **Skills:** Proactive learning and growth with a focus on career advancement.
- **Tasks:**
 - Display curiosity and actively seek out opportunities for professional development.
 - Pursue training and growth opportunities to enhance skills and career prospects.

Communication:

- **Skills:** Clear, organized, and empathetic communication with diverse audiences.
- **Tasks:**

- Manage SRC traffic and guide students to appropriate resources.
- Guide students to complete the Student Resource Center (SRC) Assessment.
- Respond empathetically to students' needs, considering diverse communication styles and cultural differences.
- Ensure all students adhere to SRC and Panther Pantry rules and policies.

Critical Thinking:

- **Skills:** Effective problem-solving and decision-making in a dynamic environment.
- **Tasks:**
 - Make informed decisions and solve problems using inclusive reasoning.
 - Anticipate needs and prioritize tasks in a fast-paced environment.

Equity and Inclusion:

- **Skills:** Commitment to equitable engagement and addressing systemic barriers.
- **Tasks:**
 - Maintain an open mind towards diverse ideas and perspectives.
 - Identify and assist students in accessing resources to address basic needs and eliminate barriers related to racism and bias.

Leadership:

- **Skills:** Motivational and role-model behaviors with a positive approach.
- **Tasks:**
 - Serve as a confident and positive role model for others.
 - Inspire and motivate students and colleagues by fostering mutual trust and encouragement.

Professionalism:

- **Skills:** Dependability, attention to detail, and integrity.
- **Tasks:**
 - Act with integrity and accountability in all interactions.
 - Report consistently for work and meetings, ensuring minimal errors in work.

Teamwork:

- **Skills:** Collaborative approach with effective relationship-building.

- **Tasks:**
 - Build and maintain positive working relationships with supervisors and team members.
 - Listen attentively and ask relevant questions to understand others' perspectives.
 - Collaborate, when appropriate, with other PVCC departments and teams.

Technology:

- **Skills:** Proficiency with technology to enhance productivity and support.
- **Tasks:**
 - Become familiar with Network2Work and other SRC technology and assist students with completing Network2Work Student Resource Center (SRC) Assessment and Single Stop.
 - Use technology to improve efficiency in managing tasks and student interactions.

Additional Responsibilities:

- Be able to lift up to 50 lbs.
- Be able to twist, bend, pull and grab items.

Required Qualifications:

- Effective communication skills with an ability to manage diverse student needs.
- Strong problem-solving abilities and experience with technology relevant to the role.

Additional Considerations:

- Experience working in a student support or financial resource setting.
- Interest in community outreach, canvassing and program promotion.
- Experience with Network2Work, Single Stop, and other technology platforms.

By fulfilling these responsibilities, you will contribute to a supportive environment for students, enhancing their access to resources and ensuring a positive and inclusive experience within the SFRC.

For more information, please contact the Federal Work Study (FWS) Program Coordinator at federalworkstudy@pvcc.edu

