



**Stony Brook
University**

Seawolves Pantry

Undergraduate Student Intern Position Description

At the Stony Brook Seawolves Pantry, we are committed to being a reliable and stable supplemental food source while providing resources to overcome food insecurity to students, staff and faculty. Our undergraduate student interns support the overall operations of the pantry while also assisting with programming and initiatives to promote the resources we offer.

This Undergraduate Student Intern position is responsible for:

- Primarily supporting the overall operations of the Seawolves Pantry during regular business hours and, occasionally, outside regular business hours for special programs or events.
- Greeting visitors and stakeholders of the pantry upon their arrival and departure.
- Maintaining up-to-date inventory of the main pantry and satellite locations.
- Coordinating weekly restock purchase orders with the guidance of the Graduate Coordinators.
- Accepting and logging donations into our PantrySoft (PS) system.
- Proposing and supporting new programs and initiatives hosted by the pantry.
- Proudly and appropriately representing the food pantry when required.
- Completing 4 in-person office hours per week.
- Completing EXT assignments on BrightSpace and Handshake.

Additional responsibilities will be detailed as necessary and appropriate within the scope of the position.

The Undergraduate Student Internship position is not compensated, but satisfies the EXT requirement for 1 academic credit. Additionally, there are opportunities for experienced, motivated, and accomplished interns who return to Stony Brook University as a graduate student to apply for a paid position as a Graduate Student Coordinator in the future.

We are looking for undergraduate students with the following qualities:

- Genuine passion for an interest in fighting student hunger and basic needs insecurity.
- Demonstrate strong organizational skills.
- Demonstrate strong leadership abilities and potential to contribute positively to projects.
- Strong ability to communicate with internal and external visitors and stakeholders.
- Strong ability to use Google Apps for Education (Mail, Drive, Calendar).
- Committed to pursuing equitable, inclusive, and justice-driven objectives.

Participating student interns will need to maintain a cumulative and semester Grade Point Average (GPA) of 2.5 (“good academic standing”), and maintain good judicial standing with Stony Brook University.

Opportunities to continue in future semesters with these positions are contingent upon availability, previous and current performance, and potential for success moving forward.

Unless otherwise indicated, this position will be located on Stony Brook University’s West Campus at the Stony Brook Food Pantry and will require responsibilities to be conducted on site.

Questions about this position can be directed to our email: sbufoodpantry@stonybrook.edu.

Last Updated: October 2024