Job Posting

Job Title: Graduate Assistant for The Promise House  
Job Class: Student  
Department: Center for Community Engagement/Student Affairs  
Reports to: Associate Dean of Experiential Learning/Director of the Center for Community Engagement  
FLSA Status: Part-time/non-exempt/10 months/Approx. 20 hours per week

To Apply: Please email an Otterbein Employment Application, resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For more information: Please visit http://www.otterbein.edu/Careers

BENEFITS of this position include tuition waiver for graduate school studies and approx. a $5,000 additional stipend. To learn more about the Otterbein Promise House visit https://www.otterbein.edu/cce/promise-house/

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master’s degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein’s forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Under the direction of the Associate Dean, The Graduate Assistant coordinates the general operations of The Promise House.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Social Enterprises.** Plans, implements, and supports the social enterprises of The Promise House, including: 1) the Garden to Market program with the Otterbein Community Garden and Westerville Farmers Market, and 2) The Adopt-the-Bike program which uses The Promise House Bike to raise visibility and reduce stigma about food insecurity while encouraging cash and food donations.

- **Promise House Operations.** Supports the operational needs of The Promise House, including placing food orders, organizing inventory, processing donations. Coordinates the end-of-semester SWIPES program with dining services.

- **Volunteer Management.** Provides training for service-learning volunteers, one-time drop-ins, baristas, and student coordinators, tracks volunteers, and assesses volunteer program.

- **Student Coordinators.** Provides support services for student coordinators. Collaborates with students on special programs and projects.

- **Special Event Planning.** Provides logistical support for all food and educational events; communicates with students, academic departments, and donors to plan events.

- **Data Management.** Provides support for the inventory system and volunteer management system. Some data entry and metrics for assessment.

- **Promise House Outreach.** Provides Promise House presentations to academic classes and campus
departments on the socioeconomic barriers to student success and volunteer opportunities.

- **Donor Relations.** Assists with donor relations, including communication (e.g., Thank You's, donation processes, charitable contribution tracking) with key private donors and logistical support for over twenty corporate and non-profit relationships.
- **Other duties as assigned**

**SUPERVISORY RESPONSIBILITIES:** N/A

**QUALIFICATIONS:** Must be admitted or enrolled into a Graduate School Program at Otterbein University. Must be self-motivated and able to work independently. Must be able to serve as a leader and to work as a team member. Must be able to interact collegially with students, alumni, faculty, staff and administrators. Must be committed to customer service. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** A bachelor’s degree required with some technical expertise.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Ohio driver’s license and ability to pass Otterbein’s motor vehicle record check.

**LANGUAGE SKILLS:** Must possess strong presentation, interpersonal and communication skills including competency in verbal and written English grammar. Excellent customer service skills are essential.

**MATHEMATICAL SKILLS:** Basic math, bookkeeping, and ability to use Excel and calculator.

**TECHNICAL SKILLS:** Computer literacy, especially Word, Publisher, Excel, and database management; operates office machines. Must be thorough in quality of work produced.

**REASONING ABILITY:** Must possess excellent attention to details; must be self-motivated and a team player and interact collegially with students, faculty, parents, staff, and administrators; must be able to exercise sound judgment in unusual/new situations; must be exceptionally well-organized and able to multi-task efficiently; must be able to keep confidential information; time management skills. Respect for and attention to community relationships is essential.

**ORGANIZATIONAL SKILLS:** Must be exceptionally well-organized and able to multi-task efficiently. Must be able to work independently and to prioritize with little direct supervision. Must be able to maintain confidentiality.

**THE SUCCESSFUL CANDIDATE WILL ALSO DEMONSTRATE:**

- The ability to work effectively with individuals from diverse communities and cultures
- Strong student advocacy with proven ability to work with a diverse population
- Excellent project management skills
- Team-building skills focused on student interaction and relationships
- Polished presentation skills
- Consummate team player and relationship builder who thrives on student interaction
- Must be an extremely well-organized individual with excellent follow-through

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to spend prolonged periods of time working on an office PC; able to reach, lift to 40 pounds, travel to and transport materials to off-site locations; travel throughout the office to use other office equipment; must be able to effectively communicate with co-workers and other constituencies; must be able to effectively design, process and present work essential to completing responsibilities of the position; must be able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards; must be able to work evenings and some Saturdays.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Duties are primarily performed in an office; however, they may also occur at various community partner sites, K-12 schools, and outdoors at The Otterbein Community Garden.

Hours are 8:30 to 5:00 with some weekends and evenings required.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University’s commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald
Director of Human Resources and Legal Affairs, Title IX Coordinator
614.823.1130