

JOB TITLE: Student Life HIVE Supply Attendant
WORK AREA: Student Life
AREA HOURS: 10-18 hours per week (Academic year)
PREFERRED HOURS OF AVAILABILITY: 8:00am – 6:30pm Monday -Friday

This job description highlights the general responsibilities, qualifications, required dates of availability, compensation, application process, and intended learning outcomes for student staff. The Department of Student Life is searching for creative, forward-thinking, and motivated students with a passion for helping students. This position's main roles are supporting the operation and functioning of the HIVE Supply and assisting students using this resource.

DUTIES AND RESPONSIBILITIES:

- Contribute to a welcoming and inclusive environment
- Facilitate student check-ins
- Check fridge and freezer temperatures daily and log in appropriate file
- Provide assistance and referrals to students
- Replenish product inventory
- During food deliveries, assist with pick up and put away of items
- Maintain the cleanliness of Hive Supply
- Maintain an inventory list and assist with ordering new product
- Maintain and organize product displays
- Pack and distribute grab-and-go bags
- Develop HIVE Supply marketing initiatives
- Sign-in and log hours worked each day
- Perform other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES AND OTHER QUALIFICATIONS:

- Commitment to protecting confidential information and maintaining confidentiality
- Excellent verbal and written communication skills
- Ability to work independently and take initiative
- Ability to lift up to 50 pounds
- Cumulative GPA of 2.0 or higher
- Be free of violations - RCTC Student Code of Conduct & Academic Dishonesty

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?

☒ Yes ☐ No

NUMBER OF STUDENT'S NEEDED: Positions Available: 3 Summer 6 Academic Year

TYPICAL WORK HOURS:

☒ Daytime ☒ Evening ☒ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:
(Please Print)

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