

JOB TITLE: Student Life HIVE Supply Attendant

WORK AREA: Student Life

AREA HOURS: 10-20 hours per week (Academic year)

PREFERRED HOURS OF AVAILABILITY: 8:00am – 4:30pm 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 dependable, empathetic, and detail-oriented students who are passionate about supporting basic needs initiatives on campus. The primary roles of this position are supporting the operation and functioning of the HIVE Supply and providing assistance to students utilizing this resource.

DUTIES AND RESPONSIBILITIES:

- Contribute to a welcoming and inclusive environment
- Facilitate student check-ins
- Provide assistance and referrals to students
- Restock and remove expired product as needed
- Maintain and organize displayed product
- Maintain a low inventory list to assist with ordering new products
- Pack and distribute grab-and-go bags
- Keep the space clean and neat
- Enforce the rules of HIVE Supply
- Sign-in and log hours worked each day
- Perform other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES AND OTHER QUALIFICATIONS:

- Commitment to protecting private 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
- Ability to handle conflict efficiently and respectfully
- 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: 3 Summer Positions, 6 Academic Year Positions

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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