



Student Activities & Leadership  
Division of Student Affairs

11038 Bellflower Road  
Cleveland, Ohio 44106-7103

Phone 216.368.2679  
Fax 216.368.0839

[studentactivities@case.edu](mailto:studentactivities@case.edu)  
[students.case.edu/activities](https://students.case.edu/activities)

## Graduate Assistant: Physical Resource Center (PRC)

### About the Office of Student Activities & Leadership

The Office of Student Activities & Leadership (SA&L) engages with the undergraduate and graduate student populations to develop opportunities for leadership growth through student organizations and campus traditions. The office works closely with other departments within Student Affairs (including Residence Life; Greek Life; Multicultural Affairs, International Student Services, Athletics, etc.) on several projects throughout the year. Graduate assistants in SA&L will have the opportunity to strengthen their organizational, and written communication skills, while enhancing their project management skills. We strive to provide opportunities for graduate assistants in discovering and incubating areas of personal interests.

### Position Overview

The Graduate Assistant for the Physical Resource Center, under the supervision of the Director, will assist in managing the Physical Resource Center, a free store that is a collaboration between students and staff. The Graduate Assistant will oversee the day-to-day operations of the Physical Resource Center including but not limited to; scheduling store hours; recruiting, training, and scheduling volunteers; ensuring the store inventory is up to date; placing orders to update inventory; creating marketing and PR materials. The Graduate Assistant will work closely with the student executive board to make sure that all facets of the store are covered.

### Contract Dates

August 7, 2023 - May 9, 2024 (with the opportunity to add an additional year based on performance).

### Qualifications

- All applicants must be enrolled as a part-time/full-time degree-seeking graduate student.
- All applicants must have obtained a bachelor's degree prior to the Fall 2023 academic semester to qualify for this position.
- Applicants must be available to work the complete term of the contract dates. If the academic graduate program conflicts with contract dates, please notify the selection committee in writing.



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## **Responsibilities**

### **Physical Resource Center**

*The Physical Resource Center (PRC) is a free store on Case Western Reserve University's campus. The PRC offers clothing, hygiene products, a full food pantry, and miscellaneous items to the CWRU community.*

- Serve as a manager of the PRC and oversee day to day operations in collaboration with student leadership
- Spend 10-20 hours weekly at the PRC to ensure cleanliness of the the space, conduct inventory checks, purchase/obtain needed supplies, and help out wherever is needed
- Meet with student leadership and attend weekly executive board meetings
- Ensure there is proper volunteer coverage for the store
- Work with internal offices and departments for collaborations
- Reach out to potential local organizations and partners
- Maintain accurate financial records
- Create marketing and PR materials for the campus
- Conduct surveys and assess utilization of the store
- Sit on the Basic Needs Taskforce

## **Graduate Assistant Collective Projects**

### **Spring Activities Fair**

- Report to the staff member leading SAF.
- Work collaboratively with the other SA&L graduate assistants to manage the outreach and coordination of the Spring Activities Fair.
- Be available for day of needs and logistics.

### **Campus Traditions**

- Assist with campus tradition events, such as Homecoming, Hudson Relays, and Senior Week

Other duties as assigned.

## **Preferred Skills**

- Knowledge of leading group projects, as well as advising students.
- Knowledge of Microsoft Suites and social media management.
- Candidates should demonstrate the ability to think creatively and have a passion for student development.



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### **Compensation and Benefits**

- \$15/hour (approximately \$11,400/9 month contract)
- On campus parking pass
- Not to exceed 20 hours per week which may include weekends and/or evening hours
- Library access through OHIOlink; access to Veale Athletic Center and the Wyatt
- Professional development opportunities (practicums, department events, workshops, etc.)