STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

TITLE: REAL FOOD CHALLENGE STUDENT ANALYST

DEPARTMENT: CAMAPUS DINING, CATERING DEPARTMENT

REPORTS TO: EXECUTIVE CHEF, OC CHOICE CATERING

HOURS: PART-TIME, 8-10 HOURS PER WEEK

SALARY RANGE: $10.00/HOUR

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Real Food Challenge (RFC) is a student-led movement that aims to increase the procurement of “real food” on college and university campuses nationwide. More information on the initiative can be found here: http://www.realfoodchallenge.org/ The RFC Student Analyst will collaborate with our on-campus dining Marketing Manager, Executive Chef and RFC to improve the sustainability of food at Cal State Fullerton. An ideal Student Analyst will be dedicated to the project and the RFC ideals, and passionate about sustainable living. The Student Analyst will focus on running the RFC Calculator, an assessment tool that will track food purchasing over time, helping Campus Dining achieve the goal of 20% real food by 2020. The Calculator divides products into four “real food” categories: community-based, ecologically sound, fair, and humane. The Student Analyst position will involve a significant amount of research and work with sensitive budgetary information, and therefore organizational skills and the ability to work both independently and within a group are a must. Moreover, strong written and verbal communication skills are desired in order to periodically present the findings of the Calculator.

ESSENTIAL FUNCTIONS:
- Two Real Food training sessions (live or Skype) led by previous Calculator Student Analysts and/or RFC staff
- 1-2 orientation training sessions with Campus Dining (e.g. product and vendor overviews, how to read and interpret an invoice)
- Track food purchases by examining invoices and receipts
- Calculate the percentage of real food
- Regular check-ins with Campus Dining regarding deliveries and purchasing
- Weekly research: obtain budget information, note purchasing trends, and communicate with distributors and producers. This may include travel to local farms.
- Keep a comprehensive journal of all findings, challenges, and research questions
- Write up a series of progress reports and a final proposal for moving forward, both to be submitted to Cal State Fullerton’s RFC Working Group

QUALIFICATIONS:
- Analysis skills
- Must have excellent attention to detail
- Prior experience as an analyst preferred
- Excellent data entry skills
- Should possess an interest in sustainability
- Must be self-directed
- Will demonstrate results through effective decision making
- Is able to cultivate strong working relationships with business partners
- Ability to recognize systemic gaps and propose resolution paths
- Proficient with various online tools and programs.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student enrolled in at least 6 units during the Fall 2015 semester
PHYSICAL DEMANDS:
Lifting of up to 25lbs; periodic bending; long-term periods of sitting; long term periods operating a computer.

APPLICATION PROCEDURE:
To be considered an applicant; please apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

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