



## **JOB DESCRIPTION: Financial Aid Literacy Advisor**

**Name of Position:** Financial Aid Literacy Advisor

**Department:** Financial Aid

**Campus Location:** Financial Aid Office, Christy Administration Building

**Supervisor:** Aimee Campbell

**Length of Contract:** Academic year

**Pay Rate:** Minimum Wage

**Job Purpose:** Coordinates workshops for financial literacy.

**Job Responsibilities:** Holds at least 2 workshops each semester on topics regarding financial planning. Answer questions regarding budgeting or financial planning. Guide students to resources for topics like budgeting, investing, financial planning, and evaluating employment benefits.

**Qualifications:**

- Experience preferred
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week (some evenings/weekends/holidays are required).
- Flexible schedule

**Skill Development Areas:**

Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student Learning.

**Evaluation:** Feedback on the students' performance will be given throughout the job.