

## Office of Financial Aid & Scholarships

**Office:** Office of Financial Aid & Scholarships

**Position Title:** Graduate Assistant-Financial Literacy Outreach Coordinator

**Reports to:** Colleen Sullivan  
Financial Aid Counselor  
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### **Terms of Employment:**

- For the fall semester: 20 hours per week, beginning August 20, 2018 and ending December 14, 2018. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 14, 2019 and ending May 10, 2019. Does not include the week of Spring Break.

### **Compensation:**

- Full assistantship salary is \$5,176 per semester. Salary is prorated on a weekly basis for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures:  
<http://www.grad.uni.edu/assistantships/>

### ***Mission Statement***

The mission of the Office of Financial Aid & Scholarships is to provide access to financial resources in a fair, sensitive and confidential manner; to inform and educate students and families about their financial options; and to continually improve services so students may take full advantage of their educational opportunities. The Office of Financial Aid & Scholarships is committed to promoting and maintaining integrity, accuracy and timeliness in compliance with applicable law, regulations and policies that govern federal, state, institutional, and private funds in order to serve the maximum number of UNI students.

### ***Overview***

The Office of Financial Aid & Scholarships is responsible for assisting students and their parents in obtaining financial aid resources to help with paying the educational cost incurred each academic year. The office conducts awarding regulated by the U.S. Department of Education, as well as in-office counseling and outreach activities intended to educate students and parents on the financial aid process.

### **Position Description:**

- Lead financial literacy courses and workshops throughout campus. Assist in the coordination of an online financial literacy program, and tracking of financial literacy training requirements. Key components of financial literacy include, but are not limited to:
  - Financial Goal Setting
  - Budgeting
  - Understanding Credit
  - Investing and Saving
  - Identity Protection
  - Financial Aid and Student Loan Basics
- This position will continuously research financial literacy trends, strategies, and methods for educating the college student population.
- Develop electronic and printed materials related to financial literacy. Create and carry out marketing of financial literacy events, and resources on campus.
- Help counsel students regarding general financial aid questions, private education loans, transfer student financial success, and students interested in receiving the TEACH Grant.
- Training will be provided to allow for assistance in presenting a variety of on-campus outreach efforts. Audiences may include prospective students, current students, parents, and counselors.
- Obtain experience in technical and administrative areas pertaining to the awarding of financial aid funds, such as knowledge of the various financial aid programs and awarding philosophy, policies and procedures, office personnel training, NCAA and athletic grant regulations, scholarships, student employment, student information system programming, and record transmission.

**Qualifications:**

- Must be a full-time, degree-seeking student in a UNI graduate program (Student Affairs, Counseling, or related field is preferred).
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Maintain a Major GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Exhibit proficiency in written and oral communication.
- Strong management and organizational skills.
- Financial aid experience is not needed, as extensive training will be provided.

**Application Process and Deadline:**

For students in the Postsecondary Education: Student Affairs program: As part of the admissions process to the Postsecondary Education: Student Affairs program, you are required to submit the following documentation in addition to your personal statement: Resume, cover letter, and the Application for Graduate Assistantship (<http://www.grad.uni.edu/assistantships/>) to Dr. Michael Waggoner ([Mike.Waggoner@uni.edu](mailto:Mike.Waggoner@uni.edu)).

For students in other programs: Email the Graduate Assistantship Application (<http://www.grad.uni.edu/assistantships/>), resume, cover letter and personal statement to Colleen Sullivan [colleen.sullivan@uni.edu](mailto:colleen.sullivan@uni.edu). **Two Positions OPEN for 2018-2019 academic year.**