

Center for Academic Success and Transition (CAST) and Office of Student Financial Aid
Graduate Assistantship (Title 3 grant funded)

Title: Financial Literacy Assistant

Position available to start in Fall 2024. Appointment for fall 2024 and spring 2025.

Our mission is student success at Missouri State University. Our goal is to ensure that students are retained, thrive and graduate from the University. The Center for Academic Success and Transition and Office of Student Financial Aid is looking for an individual with a passion for helping first-generation students be successful in college.

Candidates must be invested in the success of MSU students and possess a genuine interest in learning about financial literacy as finances often serve as a barrier to student success. The Financial Literacy Assistant will assist first generation students at Missouri State University in understanding financial aid and how to pay for college. The Financial Literacy Assistant should be familiar with financial aid, budgeting, campus support, and student services. The Financial Literacy Assistant will also need to be analytical, collaborative, and possess the desire to assist students. Strong communication, problem solving, and listening skills are a must. The ability to enter information into database systems and other record-keeping systems is required.

To support first-generation students (first time to college and continuing), the Financial Literacy Assistant will work with two units on campus to support students. This person will have a dual report with the Coordinator of Real LIFE Financial Literacy and Planning within the Office of Student Financial Aid to assist first-year students navigating the financial aid process upon referral and the Associate Director, Center for Academic Success and Transition to assist with student support and retention efforts. Due to the collaborative nature of this position, the Financial Literacy Assistant will have a shared space within the Office of Student Financial Aid and the Center for Academic Success and Transition.

Primary Responsibilities as Financial Literacy Assistant:

- Help provide a student perspective for their peers throughout the financial aid process
- Help students with FAFSA completion and answer questions
- Assist students with completing the Federal Loan Entrance Counseling
- Plan and host financial aid awareness programming
- Visit GEP 101 sections and student organizations to offer financial aid/budgeting presentations
- Update financial awareness and literacy social media
- Answer general financial aid and literacy inquiries
- Engage in outreach opportunities (such as tabling at events)
- Engage and support first-generation and continuing students through proactive contact and referral to campus resources, appropriate interventions, assistance with setting academic and career goals, timely reminders, and targeted communications using texting, phone calls, voice mail and social media.
- Encourage and advocate for students to be successful at MSU.
- Maintain clearly written and comprehensive notes and data in electronic files.
- Participate in weekly professional development meetings to discuss student needs.

- Attend onboarding and orientation prior to the start of the semester sessions as well as professional development and networking opportunities on campus throughout the year.
- Meet regularly with assigned supervisors to discuss student progress.

Required Education for all Graduate Assistants: Bachelor's Degree

Required Skills/Attitudes: The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. Excellent verbal and written communication skills, interpersonal skills (particularly in working with a diverse student population), organizational and management skills are required. A working knowledge of various computer applications is important.

Compensation

The position is 20 hours weekly. Compensation is \$6,115/semester stipend, plus tuition waiver.

How to Apply

Send a cover letter, Graduate Assistant Application

(https://graduate.missouristate.edu/_Files/GA_Application.pdf), and resume no later than

Tuesday, July 30, 2024 to:

Attn: Dr. Tracey Glaessgen

Center for Academic Success and Transition

116 Meyer Library

TraceyGlaessgen@missouristate.edu

Hiring Overview

Resume collection and review

Select individuals will be invited for interview on Thurs. Aug. 1 and/or Fri. Aug. 2

Reference checks will be conducted for select individuals

*The selected applicants need to be able to attend the following:

- MSU Graduate College graduate assistant orientation during the week of August 12, 2024.
- Additional Center for Academic Success and Transition and Office of Student Financial Aid orientation also during the week of August 12, 2024.
- Begin work as a Financial Literacy Assistant August 19, 2024.
- Attend scheduled meetings throughout each semester for ongoing training and professional development.

