

Office of Financial Aid & Scholarships

Office: Office of Financial Aid & Scholarships

Position Title: Graduate Assistant-Financial Literacy Outreach Coordinator

Reports to: Kristin Johnson
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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
- Help counsel students regarding general financial aid questions, private education loans, transfer student financial success, and students interested in receiving the TEACH Grant.
- 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.

- 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 UNI cumulative graduate GPA of at least 3.00. A newly admitted graduate student must have at least a 3.0 GPA for undergraduate or previous graduate work of at least 8 graded credit hours.
- Exhibit proficiency in written and oral communication.
- Strong management and organizational skills.
- Financial aid experience is not needed, as extensive training will be provided.