

Summary of Position: The Financial Literacy Graduate Assistant in the Financial Aid Office will work closely with the Senior Financial Aid Advisor to increase visibility and effectiveness of UWG's Financial Literacy efforts to include (outreach, information sessions, programming events, etc.)

Position Duties:

- Developing, promoting, administering, and evaluating the success of up to eight Money Smart financial literacy events each calendar year
- Assisting with communication and follow-up with student borrowers requiring Exit Counseling, per Department of Education (ED) regulations
- Developing and administering Money Smart financial literacy social media accounts (Facebook, Twitter, Instagram)
- Assisting with the annual publication of a Defaulter Profile Study, based on each prior year's release of cohort default rate information from ED
- Assisting with the development, promotion, administration, and interpretation of an annual Financial Wellness Survey
- Along with the Senior Financial Aid Advisor, evaluating the effectiveness of current financial literacy presentations and print materials, and when necessary, revise such materials
- Expand the Money Smart brand through Student Organizations, Housing and Residence Life, and the Center for Student Involvement
- Collaborate with SAEM Strategic Planning to develop a Financial Wellness Survey
- Assisting with other default management and financial literacy efforts as assigned

Qualifications:

- Strong desire to learn and contribute to the overall mission of the UWG Financial Aid Office
- Proficiency with MS Office Suite, especially Excel (run/filter reports, analyze data and creating mail merges, charts, and graphs)
- Knowledge and use of Social Media (Facebook, Twitter and Instagram)
- Excellent written and verbal communication skills
- Strong attention to detail
- Comfortable with conducting outreach
- Excellent customer service
- Must be able to transport materials in excess of 25 lbs.
- Strong organizational skills
- Ability to work independently

Preferred Qualifications:

- Event planning experience, highly desirable
- Flexible Schedule (events and outreach may take place outside of normal business hours and on weekends)