

Grand Valley State University
Financial Aid Office
Financial Literacy/Program Development Graduate Assistant
2015-2016 Academic Year

Terms:

The stipend is \$9,000 per academic year (\$4,500 per semester) and a tuition waiver. This is a 20 hour per week position open to full-time graduate students. This assistantship is an extended contract appointment. The assistantship is a one year academic term with the possibility of a further year upon successful review at the end of the year.

Primary Duties and Responsibilities:

- Promote awareness and utilization of MoneySmart Lakers, a financial literacy initiative on campus
 - Help create multi-media content for MoneySmart Lakers.
- Assist in the research, development, and implementation of a peer-to-peer, student-led initiative for MoneySmart Lakers.
- Assist with training seminars to keep supervisors of student employees informed of relevant regulations and best practices.
- Plan, implement, and manage budgets for two integral events sponsored by the Student Employment Office:
 - Summer Job Fair
 - Student Employee Appreciation Days
- Collaborate with supervisor and campus partners to enhance the visibility of office-sponsored programs to the campus community.
- Prepare and conduct professional development workshops targeted toward Grand Valley student employees; focusing on the learning outcomes of the Student Employee Learning Plan.

Learning Outcomes:

- Enhance understanding of program development.
- Enhance public speaking skills by presenting to different audiences: students, staff, and faculty.
- Gain knowledge in the area of program evaluation and assessment.
- Improve listening and problem-solving skills, especially in regards to undergraduate student needs.
- Develop and refine professional written and oral communication skills through interaction with undergraduate students, faculty and staff
- Become familiar with University resources available to students
- Work independently and as a member of a team in order to complete projects

Qualifications:

- Must be enrolled as a degree-seeking graduate student at Grand Valley State University for a minimum of nine credit hours per semester.
- Demonstrated effective communication and interpersonal skills.
- Knowledge of basic computer and web applications (i.e., Word, Excel, Outlook, etc.)
- The ability to organize work time and manage projects independently
- Prior program development experience preferred.