INDIANA UNIVERSITY
MONEYSMARTS

POSITION TITLE: IU MoneySmarts Team Peer Financial Educator (PFE)

DEPARTMENT: Office of Financial Wellness & Education

LOCATION: All PFES will work remotely via Zoom and Microsoft Teams. Candidates from all IU campuses and all academic majors are encouraged to apply.

POSITION DESCRIPTION:
This position is a great professional development opportunity with an array of transferrable skills for students of all majors, regardless of any prior financial knowledge. Students who participate in the program will gain personal finance knowledge and skills for their own benefit and will have the opportunity to gain experience working in one-on-one client settings and public speaking in group settings. Interpersonal skills are crucial for this position. The role of the PFE is to assist other students with everyday money matters including establishing budgets, understanding credit, and managing student loan debt and repayment. Students from all majors are encouraged to apply. Examples of strong connections to majors might include, but are not limited to: psychology, education, social work, business, sociology, and other helping related fields or those with professional interest in working with clients in any capacity. To learn more about the position, we encourage you to view one of our information session videos from last year (please ignore the dates and hourly commitments mentioned toward the end).

TERM:
The Peer Financial Educator position is a 4-6 hour/week position* for the 2021-2022 academic year, with the potential for renewal in the following school year contingent upon level of performance. Training will begin Spring 2021.

Work Timeline** (due to COVID restrictions, all work is expected to take place virtually):
- **Spring 2021:** MoneySmarts Spring Basic Training is a weekly commitment of up to 5 hours/week based on collective team’s availability. Basic Training will begin February 2021.
- **Summer 2021:** A 3-day all staff Orientation will take place within the 2 weeks before the start of the Fall semester. This will include either one Saturday or Sunday. Dates are TBD based on the University’s release of the Fall 2021 academic calendar.
- **Fall 2021 – Spring 2022:** PFES hold regularly weekly hours based on their availability (4-6 hours/week) to conduct student appointments, deliver presentations, and continue weekly training.

*Due to University policy, student employees may not work more than 29 hours/week (20 hours/week for F1 and J1 Visa international students) combined between all University employments.

** Attendance at ALL trainings is required and non-negotiable

RESPONSIBILITIES AND QUALIFICATIONS:
Review your qualifications prior to applying to ensure that you meet the minimum qualifications for the position.

Applicants need not be experts in personal finance but should be willing to learn and apply skills around budgeting concepts, credit, savings, and other finance topics as they relate to college student financial wellness.

Applicants should be able to...
- Demonstrate enthusiasm working one-on-one and in groups with other students
- Demonstrate empathy, active listening and communication, and presence, especially via video interaction
- Demonstrate patience and offer support to peers
- Demonstrate ability to work with others from different backgrounds and at varying levels of understanding around money
- Demonstrate desire to hone public speaking and presentation skills
- Maintain confidentiality of student data
- Learn to utilize technology such as Zoom and Microsoft Teams resourcefully
- Make sound, ethical decisions with ambiguous resources
- Consult with supervisors and/or peers as needed
Applicants should expect to...

- Engage in MoneySmarts training and complete the MoneySmarts training certification process
- Adhere to a weekly schedule that entails holding office hours, being available for student appointments, attending trainings, and/or delivering presentations
  - Weekly office hours may include evenings and weekends
- Conduct appointments and presentations professionally with student-clients, and provide objective, non-judgmental information and resources to assist students to make informed financial decisions
- Develop a working knowledge of resources available on campus, the IU MoneySmarts website, MoneySmarts U Canvas course, and on similar websites and mobile apps relevant to financial education
- Develop a working knowledge of community resources
- Promote IU MoneySmarts Team resources and services across campus

APPLICATION INSTRUCTIONS:
Applications must be submitted via THIS FORM by Sunday, January 31 at 11:59PM EST.

The application requires you to provide details about your availability to interview and attend training. You will also be asked to attach an updated resume and cover letter. Your cover letter should address the following questions:

- What do you know about the IU MoneySmarts program?
- What will you bring to the IU MoneySmarts Team?
- How do you define financial wellness and its effect on college students?

Applicants who have passed the resume and cover letter screening process will be notified via email and invited for a group interview with our current Peer Financial Educators. Those who are selected to advance beyond the group interview will be invited for individual interviews.

Please follow instructions carefully when submitting your materials. Should you need assistance crafting submission materials, contact your academic department’s career services office for help with resumes, cover letters, and interview preparation.

For any questions related to the position or the application process, contact us at mnysmr@iu.edu. Please submit all application materials using the link to the form provided. Any application materials sent via email or to any individual representing the Team will not be considered.

ADDITIONAL DETAILS:

IU MoneySmarts is a University system-wide program (extending to all 9 IU campuses) and is a product of the IU Office of Financial Wellness & Education within the department of the University Vice President and Chief Financial Officer. MoneySmarts provides multiple opportunities for students to gain and enhance their personal finance skills and navigate the world of money management during and after college. One of the most effective ways we provide education unique to the needs of IU college students on all campuses is through peer financial education. Our peer-to-peer program, The IU MoneySmarts Team is continually growing. It consists of undergraduate and graduate students who conduct one-on-one appointments and group presentations for other students on a variety of personal finance topics. The Peer Financial Educator role reports to the Associate Director of Financial Wellness & Education.