

Job Title: Peer Financial Mentor Job Description

Classification: III

Wage: \$10/hour

Work Schedule: Part-time, Spring-Fall 2012, up to 7 hours/week. Additional hours may be scheduled during summer and break periods based on program needs and budget availability.

Application Deadline: Open until filled

Description:

Under immediate supervision of the Financial Literacy Coordinator, the Peer Financial Mentor provides personal finance management information to CSUN students to help them make more informed decisions about their money

Typical Duties

- Provide classroom presentations to educate students on specific pre-determined personal money management topics.
- Meet with students in one-on-one sessions to assist them with their individual issues pertaining to money management.
- Empower students with knowledge and resources on how to make informed decisions about their money.
- Provide students with campus and off-campus money management resources.
- Assist with the promotion of various aspects of Financial Literacy program and outreach services such as campus fairs, workshops and Financial Literacy Booths.
- Assist Financial Literacy Coordinator with gathering information to determine student needs and interests in financial literacy education.
- Under direction of FL Coordinator develop presentations to specific student population.

Qualification

Education

- Enrollment at California State University, Northridge.
Undergraduate students should be enrolled in a minimum of 6 units. Graduate students must be enrolled in a minimum of 4 units.
- In good academic standing with a minimum GPA of 3.0 or better at the time of hire and throughout duration of employment.
- Completion with grade of a "B" or better one of the following courses: FCS 323, FCS 423, FIN 302, FIN 442 or equivalent personal finance course.
- Matriculated to class level of Sophomore or Junior.

Knowledge and Abilities

- Commitment to educate fellow students.
- Excellent interpersonal skills.
- Good listening and oral communication skills.

- Good presentation skills and ability to effectively communicate personal finance concepts.
- Ability to work independently and as a team member.
- Must be available for a weekly one hour meetings. Meeting times to be determined.

Application Procedure:

- Return Application package to The Financial Aid and Scholarships Department in Bayramian Hall 130; attn: Gayane Jerome
- Application Package includes:
 1. Completed application form
 2. Resume
 3. One copy of unofficial transcript.
 4. Two faculty letters of recommendation. (May be submitted via email to gayane.jerome@csun.edu.)

*All students are encouraged to apply. Preference would be given to qualified work-study students.