Title: SMMC Support Specialist, Student Money Management Center (SMMC)

Function: To provide financial literacy outreach, educational and consultation support to the Student Money Management Center’s audience and its professional staff. Employment will be during the Fall 2016 semester and Spring 2017 semesters with possible extension of employment beginning during the summer depending on the needs of SMMC.

Reports To: Student Money Management Center Staff – Assistant Director. Works under close supervision with medium latitude for the use of initiative and independent judgment.

Duties/Responsibilities:

1. Serves as a peer mentor. Educate students on general money management issues; responsible for review of financial literacy requirements for past due students enrolling in a past due payment agreement.
2. Assist with educational program development and implementation, including but not limited to workshops, seminars, webinars and educational support materials.
3. Source for and participate in outreach events and activities including on campus table events and general financial literacy initiatives.
4. Network with existing campus departments/units in order to facilitate financial literacy to students; Coordinate with Financial Wellness Program to facilitate financial literacy to students on the Urbana-Champaign campus.
5. Research and draft articles and content for use on SMMC’s website, social media sites and e-newsletters. Content may include writing educational articles, creating graphics or videos.
6. Create and update policies and procedures as projects are created and modified as well as track and analyze results of financial literacy efforts and projects.
7. Market SMMC activities using print and digital media; co-manage SMMC’s online presence through social media sites (e.g., twitter, facebook, instagram, youtube).
8. Search for and submit letters of interest to potential funders for the expansion of SMMC’s educational programming and projects.
9. Other duties and tasks as assigned.

Experience

Experience in curriculum development, facilitation of online learning, or marketing preferred but not required. Applicants should have basic research and writing skills for the development of new programs and implementation of initiatives. Experience with Adobe Photoshop/ InDesign, video editing, Banner system and Microsoft Excel a plus.

Minimum qualifications: Student must be enrolled in a graduate degree program at the University of Illinois at Urbana-Champaign. Proven skills in interpersonal relationships, ability to interact and communicate effectively with others in face-to-face and virtual scenarios, initiative to generate and implement new ideas and proficiency in Microsoft Office required. Knowledge of basic personal finance topics and money management required. Must be able to work in a virtual, team environment.

Wage and Position Details: .5 FTE Graduate Hourly Student Worker, compensation based on experience. There may be a possibility of conversion to FWS graduate assistantship in the future.

To apply for this position please submit a resume and cover letter to studentmoney@uillinois.edu with “UIUC SMMC Student Worker” as the subject.