

## **Graduate Assistant -Financial Aid Outreach**

Office of Student Financial Planning  
Graduate Assistant -Financial Aid Outreach  
Stetson University  
Part Time: 12-month position, 20 hours per week

The Office of Student Financial Planning seeks an energetic, motivated, and detail-oriented candidate who will assist with the outreach activities in the office. The successful candidate will be responsible for the following:

- Assisting in the development and implementation of the department's financial literacy program. Coordinating outreach activities with other departments to ensure compliance with accreditation requirements and NASFAA best practices.
- Acting as a liaison with the Education Department to promote TEACH grant and the state Minority Teacher Scholars Program to increase participation.
- Developing informational Fact Sheets on numerous financial aid programs, student processes and regulations
- Coordinating the translation of Stetson financial aid materials into Spanish and other languages represented at Stetson.
- Assisting with implementation of the social media calendar
- Assisting the Communications Coordinator with mass communications and social media posts
- Providing excellent first contact customer service via telephone, email and in person at the Financial Aid One Stop Desk as needed.
- Assist other members of the staff with projects as needed
- Performing other duties as assigned

### **QUALIFICATIONS:**

- Current enrollment as a graduate student is required.
- Critical-thinking ability and sensitivity to the needs of others
- Strong oral and written communication skills.
- Bilingual in Spanish is a plus.
- Demonstrated leadership and organizational ability
- Budget management ability
- The ability to work effectively both independently and collaboratively.
- Familiar with Microsoft Office (Word, Excel, Power Point, Publisher)
- Demonstrate an understanding of university culture, and a commitment to providing excellent customer service to each student and their families.

### **COMPENSATION:** Assistantship Qualifications, Expectation, & Benefits

- Students must have completed their bachelor's degree before starting a graduate assistantship and students must be unconditionally or provisionally admitted to a Stetson graduate program.

- Students must take a minimum of six credit hours each semester up to \$6,300 (except for Summer between enrolled semesters) and maintain a clear student conduct record throughout the duration of their employment.
- Students are not eligible for a graduate assistantship if they are receiving the in-service tuition scholarship.
- Graduate Assistants cannot be enrolled in the MFA program.
- Graduate Assistants are expected to work 20 hours per week. Work schedule will be determined each semester in consideration of course schedule and departmental needs. Some departments host events that may necessitate evening and/or weekend hours.
- Graduate Assistants are not expected to work when the university is closed (i.e., July 4) but should work with supervisor to understand expectations for additional vacation/break time.
- Graduate Assistants are compensated through a combination of scholarships and stipends, such as, A scholarship equal to tuition for four courses each year (two in Fall term, two in Spring term, no courses in Summer term). A stipend of \$250 biweekly in the fall and spring semesters and a summer stipend of \$400 biweekly. not to exceed \$7,400 for the fiscal year.
- GA positions are awarded for a one-year period (July 1 – June 30). There is no expectation or guarantee that the GA position will be awarded in successive years to the same person but may be awarded for a second year based on performance.

**APPLICATION PROCEDURE:** Please email application materials-a cover letter, resume, and contact information for three references to Leslie Goode, Financial Aid Coordinator at [lgoode@stetson.edu](mailto:lgoode@stetson.edu).