

## Office of Financial Aid Graduate Assistant Position – 2018-2019

**Description:** The Office of Financial Aid Graduate Assistant position is a full time (20 hours per week), one-year position that lasts from approximately August 1 to May 31. The graduate assistant will report to the Assistant Director of Financial Aid and will assist the Office of Financial Aid with programming for both prospective and current students and supervise our Peer Financial Educators.

**Responsibilities** — Primary responsibilities include, but are not limited to the following:

- Plan, implement, and participate in financial aid programming over the course of the academic year on topics including re-applying for financial aid; completing the financial aid application; loan repayment; financial wellness; and general awareness of the Office of Financial Aid's functions and availability to assist students.
- Supervise and act as the Lead Mentor for our Peer Financial Educators for our CommonCents Financial Wellness Program.
- Collaborate with constituents around campus including representatives of the Office of Multicultural Affairs, Residential Life, Bursar's Office, Registrar, to appropriately target and deliver information and programs.
- Conduct an annual survey of undergraduate students regarding financial aid.

**Qualifications:**

- Possess a bachelor's degree and be **enrolled** in a Lehigh graduate program during the 2018-2019 academic year, which does not exceed 9 credit hours per semester.
- Familiarity with the undergraduate need-based financial aid process. Experience as a need-based financial aid applicant and recipient strongly preferred.
- Excellent communication skills, both written and oral.
- Proficient computer skills including MS Office.
- Committed to confidentiality, professionalism, and integrity.
- Strong organization skills with the ability to attend to details.
- Ability to work independently on assigned projects and initiatives.

**Position Compensation:**

Monthly stipend of \$1,200 paid in half on a bi-weekly basis.

**To Apply:** Please submit a copy of a cover letter and resume to:

Danika Clevestine  
27 Memorial Drive West  
Bethlehem, PA 18015  
or submit via email at: [dac412@lehigh.edu](mailto:dac412@lehigh.edu)