



Office of Financial Aid
Alumni Memorial Building
27 Memorial Drive West, Bethlehem, PA 18015-3094
Office: (610) 758-3181 | Fax: (610) 758-6211
Web: www.lehigh.edu/financialaid

Position Title: Peer Financial Educator (PFE)

Department: Office of Financial Aid

Location: Alumni Memorial Building

Term:

The PFE position is a 3-5 hours/week unpaid, volunteer position for the 2018- 2019 academic year with a goal to continue throughout all remaining undergraduate years at Lehigh, contingent upon level of performance.

- Start Date: September 12, 2018
- Mandatory All Staff Training: August 25 & 26
 - Attendance at this training is required and non-negotiable
- Weekly hours depend on individual and staff schedule
 - Office hours to conduct student appointments and presentations
 - Bi-weekly check-in's/additional training throughout the academic year

Position Description:

The Office of Financial Aid created a program, CommonCents, whose mission is to provide students with the information that is needed to be financially successful both during and after college. The PFE will provide students with the tools that they need to make good financial decisions by providing one-on-one peer mentoring and conducting presentations about financial wellness topics. These topics include but not limited to establishing budgets, understanding credit, and managing student loan debt and repayment.

The PFE role reports directly to Graduate Assistant of the Office of Financial Aid who will serve as the Lead Mentor.

Role Responsibilities:

- Adhere to a schedule as determined between Lead Mentor and PFE to ensure availability for student appointments, attending meetings and trainings, and delivering presentations.
 - Weekly office hours may include evenings and weekends
- Attend all required mandatory staff trainings in the Fall semester
- Conduct one-on-one appointments professionally with student mentee's while keeping financial information confidential
 - Build strong mentee-mentor relationship
 - Provide non-biased, non-judgmental, accurate information and resources
 - Assist students to make goal-oriented, informed financial decisions
 - Learn resources that CommonCents offers to better inform students on where to go to educate themselves on different topics of interest
- Promote Common Cents resources through presentations and encouraging student engagement throughout campus

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Position Qualifications:

Applicants need not be experts in financial wellness, but have a strong desire to learn and help others make better informed financial decisions. Applicants should be willing to learn and become experts in topics surrounding but not limited to budgeting, credit, savings, and loan repayment. Students who have a desire to obtain experience for the future in working one on one with students dealing with financial information are highly preferred.

How to Apply:

Applications can be submitted until March 31st with interviews starting in April