

<b>Job Title</b>	Financial Navigator
<b>PVN ID</b>	BX-2010-003747
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BRONX C. C.
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 20, 2021 (Or Until Filled)

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## General Description

Located in the South Bronx, Bronx Community College (BCC) is a designated Hispanic Serving Institution and was recently awarded a Title V Developing Hispanic Serving Institutions Grant from the US Department of Education entitled *¡Avanzando! First-Year Success*.

*¡Avanzando!* seeks to increase retention, graduation, and transfer rates for first-time full-time students by improving their pass rates in gateway math classes, extending evidence-based advisement practices and support, increasing the number of students receiving, retaining, and responsibly using financial aid, and creating high-impact work-based learning experiences for BCC students in in-demand fields.

Reporting to the Title V Project Manager, the Financial Navigator will lead the activities of the Fiscal Stability goal area for this project. Further, the Financial Navigator will act as the liaison across several campus departments to ensure that intertwined issues of financial aid and academic advisement do not serve as a barrier to student academic momentum. Duties include:

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## Other Duties

- Work collaboratively with the offices of Financial Aid, Admissions, and Bursar and the project team to create a communication and training plan regarding financial aid and financial literacy topics to be included within academic advisement.
- Work with the project team to hire a financial literacy vendor to assist with creating a training curriculum, reference handbook, and training for academic advisors, peer mentors, and students.
- Work with the selected financial literacy vendor to create a training curriculum and a reference manual for academic advisers and peer mentors.
- Work with the selected financial literacy vendor to train academic advisors and peer mentors.

- Coordinate and help to promote the financial literacy vendor's literacy workshops for students across a broad range of financial topics each year.
- Work with the Access Resource Center to provide 10 hours per week of 1-on-1 and/or small group student financial education and coaching.
- Liaise with the Office of Financial Aid to gather data regarding FAFSA, TAP, and Verification completion for distribution to advising units for intervention.
- Collaborate with the Office of Financial Aid to schedule and create text message nudges to communicate financial aid deadlines, instructions and educate students regarding the cost of earning a degree.
- Collaborate with the Office of Financial Aid to promote and support month-long March Madness and Octoberfest FAFSA Completion events.
- Create Financial Aid FAQs for Signal Vine BOT.

## Qualifications

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- A bachelor's degree in Business, Finance, or Education.
- A minimum of 3 years' experience in financial services advising, and/or financial counseling experience.
- Extensive experience training professionals and conducting workshops
- Experience working in a college environment highly preferred
- Proficiency with a spreadsheet and word processing software.
- Excellent communication skills.
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators.