
Job Title	Financial Literacy and Peer Mentor Coordinator
PVN ID	BX-2112-004443
Category	Instruction and Social Service
Location	BRONX C. C.
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$50,000.00 - \$54,000.00
Hour(s) a Week	35
Closing Date	Feb 15, 2022 (Or Until Filled)

General Description

Located in the South Bronx, Bronx Community College (BCC) is a designated Hispanic Serving Institution that 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 First Year Program Associate Director, the Financial Literacy and Peer Mentor Coordinator will lead the activities of the Fiscal Stability goal area for this project. Duties include:

Other Duties

- Coordinate, recruit, train, and supervise peer mentors.
- Liaise with the Business Department and the First Year Program to train Peer Mentors on the financial literacy curriculum.
- Work collaboratively with the offices of Financial Aid, Admissions, and Bursar and the project team to create a communication plan and training schedule regarding financial aid and financial literacy topics to be included within academic advisement.
- Coordinate and help to promote the financial literacy workshops for students across a broad range of financial topics each year.
- Coordinate 1-on-1 and/or small group student financial education and coaching sessions
- Coordinate Peer Mentor visits to the First-Year Seminar classes.
- Collaborate with the Office of Financial Aid to promote and support month-long March Madness and Octoberfest FAFSA Completion events.

- Liaise with Office of Financial Aid and the Title V Data Coordinator to gather data regarding FAFSA, TAP, and Verification completion for distribution to advising units for intervention.
- Create Financial Aid FAQs.

Qualifications

- A bachelor's degree is required.
- Previous experience serving as a peer mentor or experience coordinating peer mentor programs is required
- Experience working with faculty and academic advisors is preferred
- Familiarity with basic financial aid and finance education is preferred
- Proficiency with spreadsheets, Microsoft teams, and using online tools.
- Excellent communication skills.
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators.