
Job Title	Financial Wellness Coordinator
PVN ID	LA-1612-001538
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Pre-College Academic Programming
Status	Full Time
Annual Salary	\$47,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Feb 09, 2017 (Or Until Filled)

General Description

The Pre-College Academic Programming Department (www.laguardia.edu/ccpi) is seeking a full-time Financial Wellness Coordinator to successfully implement all aspects of the pre-college and first year Student Financial Health Early Alert Initiative (EAI). The Financial Health Early Alert Initiative connects low income, first generation students to the financial support and services they need to succeed in college. Drawing on existing best practice research, the EAI project seeks to discover the financial “roadblocks” facing students and then pilot a program to prevent high risk low income students from dropping out of college as a result of financial stress or lack of adequate financial resources and advisement. Working in a cross campus collaboration, EAI will build on LaGuardia’s existing college transition and first year experience work by focusing on financial health as a vital component to increasing access and persistence.

Reporting to the Executive Director and working closely with of EAI team, the Coordinator will oversee the implementation of all aspects of the day-to-day operations of the initiative to ensure that all timeline goals, grant deliverables and student success benchmarks are met. The Financial Wellness Coordinator is responsible for the planning, implementation and outcomes of the Financial Health Early Alert. Daily work will include a variety of administrative, program planning and management activities, including the following:

- Identify and share research and best practices in Financial Wellness and college success at LaGuardia Community College and nationally.
- Assist IR in Implementing focus groups with students, as well as key advising and student support staff to identify financial barriers, including--but not limited to--lack of knowledge, misconceptions, prior debt, lack of access to financial counseling, services and products.
- Map existing college and community based resources available to support students in meeting the financial demands of college attendance and personal financial challenges
- Formulate a low, medium and high touch advisement and support services plan for at risk, first-generation-to-college students
- Supervise the pre-college advisor, peer mentors, and other project staff charged with implementing high quality, robust individual and group services and workshops
- Develop the timeline and work plan for the project, to implement beginning in February 2017

- Establish program benchmarks in collaboration with the Director
- Develop and maintain relationships with EAI initiative stakeholders, including: academic affairs, student affairs, Institutional Research, bursar, financial aid, admissions and ACE pre-college programs
- Create and implement data collection, entry, reporting and auditing procedures
- Coordinate all aspects of program delivery, including: program planning, outreach and recruitment, financial wellness events, panels, integrated activities, orientation, admissions, financial aid counseling
- Provide direct support, referrals, resources and tools to students during each step of admissions, enrollment and first year to ensure their success
- Develop and conduct targeted communications for students, stakeholders and staff using social media, email, texting, print and other formats
- Manage daily and long term project logistics, including but not limited to: meetings, agendas, program visits, and deadlines
- Plan and coordinate monthly EAI meetings and staff in-service training
- Maintain and negotiate professional relationships with campus personnel to enhance the quality and timeliness of program services

Other Duties

- Represent and assist the Director at public events including: presenting at professional conferences, interfacing with public and private organizations, developing reports and brochures for distribution, and attending campus committee meetings and events as assigned
- Contribute to grant and report writing related to the initiative
- Other related duties as assigned.

Qualifications

Bachelor's Degree Required. Master's degree in a relevant field of study (Student Services, Education Leadership, Business, Organizational Development) strongly preferred.

A minimum of three years of related experience in coordinating projects or programs within an education or community based organization serving nontraditional, underserved communities.

Experience working as a member of a project team or department that includes, but is not limited to: teachers, faculty, support professionals and administrators.

Demonstrated project management experience and the ability to build consensus and lead colleagues in work teams

A commitment to supporting college readiness & success for underserved students; understanding of college access and transition issues. Knowledge of financial aid process and resource in NYC to support student persistence.

Ability to interpret data to implement solutions for continuous improvement in student outcomes.

Strong interpersonal, organizational, and collaborative skills.

Excellent written and verbal communication skills.

Proficiency in MS Office suite (Word, Excel, Access, PowerPoint), email, social media applications for business/groups, and data analytics.

Some evening and weekend work required.

To apply, submit a resume, cover letter and a sample of a recent work product from a professional setting that demonstrates communications, managerial or organizational skills. Applicants should upload the cover letter and work sample as one attachment.