Graduate Apprentice for the
Student Financial Literacy Program

Division: Paul L. Foster Success Center
Department: Student Opportunity & Accessibility Resources (SOAR)
Responsible to: Program Manager for Student Financial Literacy

About Student Financial Literacy (SFL)

Student Financial Literacy helps Baylor students understand personal money management to develop the financial skills necessary for both current and future financial success. Through SFL, students have access to online courses and tools, workshops, and one-on-one peer coaching appointments. SFL programming provides students support in navigating paying for college, money management during college, and preparing for financial life after college. The SFL Program works closely with Student Financial Services, other programs in the Success Center, colleges, departments, centers, and other units across campus to provide the best information and outreach to students. The program is specifically tasked with improving overall student financial wellness, helping the university decrease student reliance on unnecessary loan debt and credit, and facilitate student retention.

For more information on the SFL Program, please visit our website: https://www.baylor.edu/sfl/

Job Summary

The graduate apprentice (GA) will play a key role in developing financial literacy programing for Baylor students and unique services for first-generation, under-represented, and other vulnerable student populations. The GA will have duties related to designing online and face-to-face educational programming, marketing programming and events, delivering presentations and workshops, supervising undergraduate workers, and collecting/analyzing data from program participants to assess program impact. Participation in Financial Literacy Coach training which covers the essential steps of money management and culturally sensitive, empathy-based coaching methods will be required, and the GA will hold coaching appointments with student clients on a regular basis.

Responsibilities

Collects and analyzes quantitative and qualitative data from program participants’ pre- and post-program surveys and institutional data to assess program impact.

Collaborates with Program Manager to design data collection instruments and program evaluations.

Writes reports, literature reviews, and topic surveys to provide the Program Manager, SOAR Director, and University administrators with important information for program development and improvement.

Offers individualized assistance to student clients on a variety of topics such as budgeting, managing credit, financial aid, and much more.

Connects students with resources across campus to make sure they receive the best information possible.
Facilitates workshops, presentations, and other outreach efforts.

Utilizes an online program which includes hundreds of topics, videos, courses and interactive exercises that are tailored to the specific challenges of today's college student, to create a custom financial and education plan for individual students who visit the program.

Assists the Program Manager in coordinating special projects to be carried out by undergraduate workers.

And other duties as required.

**Supervision**

General instruction, specific training, one-on-ones, developmental conversations, and periodic review are given by the Program Manager for Student Financial Literacy. Attendance and participation in SFL staff meetings are expected.

**Qualifications**

Bachelor's degree and admission to graduate work at Baylor University in Higher Education & Student Affairs or a related field is required. Additionally, the Graduate Apprentice must have an ability to work independently and on a team and to interact effectively with students, parents, faculty, staff, and program stakeholders. Strong presentation and interpersonal communication skills are required. An interest in program evaluation and research methods is highly desired.

**Conditions**

This position is classified as Graduate Apprentice. The Graduate Apprentice is expected to work 20 hours per week (fall, spring, and possible summer semesters). Evening and weekend work may be required.