



THE UNIVERSITY OF UTAH  
**FINANCIAL WELLNESS  
CENTER**

## **Financial Wellness Center Graduate Assistantship**

### **Organization Description**

The mission of the Financial Wellness Center (FWC) is to support student well-being and success by providing individualized financial counseling, education, programming, research, and advocacy to guide students in their lifelong financial wellness journeys. This role is an opportunity to work at a national award-winning and state-wide model of a university student Financial Wellness Center.

### **Position Description**

The Graduate Assistant (GA) will acquire expertise, insights, and competencies in student advocacy. They will gain proficiency in planning, organizing, leading, and evaluating programs. Additionally, they will recognize and comprehend educational challenges faced by students from diverse gender, racial, and socioeconomic backgrounds. The GA will actively strive to reduce the effects of these obstacles, integrating their unique strengths and knowledge to achieve the specified learning objectives of the FWC and University of Utah.

As a Graduate Assistant (GA) at FWC, you will be instrumental in fostering financial well-being and education among students. Your primary tasks will encompass:

- Designing and executing programming, workshops and events geared towards students' financial well-being.
- Supporting outreach initiatives to enhance the center's visibility and engagement.
- Engaging in one-on-one financial counseling
- Creating content and communications for our website, blog, newsletter, and social media.
- Collaborating on research, assessment, and reporting focused on the impact of the Financial Wellness Center's programming and services.
- Potential to support, guide, and mentor students in our Financial Wellness Student cohort.
- Assisting with FWC administrative tasks and ensuring office coverage.

The GA will gain expertise, insights, and competencies specific to financial wellness and higher education advocacy; familiarize themselves with designing, coordinating, and evaluating financial wellness initiatives; recognize and address financial challenges faced by students from diverse backgrounds.

## **Financial Wellness Center Programming and Educational Presentations**

- In guidance with the program coordinator, design and execute workshops, events, and initiatives focused on students' financial well-being.
- Manages tabling events, along with other team members during orientations and campus-wide events, creating engaging setups to interact with students.
- Effectively communicates the office's mission and services during events, increasing awareness and engagement among faculty, staff and students.

## **Financial Counseling, Communications, and Administration**

- Conducts personalized financial one-on-one counseling sessions with students, offering tailored guidance and strategies to address their individual financial concerns and goals.
- Supports developing content for the office's blog, newsletters, and social media communication, collaborating with peer mentors to develop compelling content.
- Contributes creative ideas to create content and edit office social media pages, newsletters, and blogs

## **Support with Research and Assessment:**

- Support departmental research and assessment – including support with literature reviews, help to identify gaps in existing knowledge, highlight methodologies employed in previous studies, and synthesize findings, providing a solid foundation for the current research.
- Participates in research design, data collection, and analysis, contributing valuable perspectives to the assessment and research process.

## **Staff meetings, supervisory meetings**

The GA must attend all-staff meetings weekly, program planning and 1-1 meetings with their supervisor.

## **Professional Development**

We value learning and growth opportunities and will look for ways for the GA to seek out professional development and training opportunities, especially those that happen at the University of Utah or in our local community. Full-time staff and G.A. also engage in “Investing in our Education” professional development meetings to critically discuss current trends and issues in financial wellness and higher education.