



# Financial Peer Mentor & Outreach Leader

**WHO WE ARE:** The It Make\$ Cents! Money Management Center was created to address the financial concerns of our students and equip them with the knowledge, skills and resources necessary to integrate and maintain lifelong financial wellness.

**WHAT WE DO:** Financial Peer Mentors are undergraduates who serve to support, encourage and educate students on their personal finances. Money management is a life-skill that needs to be developed and our mentors are here to help others, so they don't have to do it alone.

**QUALIFICATIONS:**

- Passionate about helping others.
- Must be in good academic standing.
- Lead by example in demonstrating responsible financial behaviors.
- Ability to maintain impartiality and confidentiality.
- Excellent written and oral communication skills.
- Possess maturity, confidence, social skills, reliability, team player perspective and a sense of humor (really helps).
- Willingness to learn, support and represent IMC's functional areas.

**KEY RESPONSIBILITIES:**

- Staffing the front desk to serve visitors by greeting, welcoming, and directing them appropriately.
- Serving as an ambassador and point-of-contact for outreach events and programming collaborations.
- Provide peer financial education on various financial management topics both one-on-one and in group settings.
- Assist with program/workshop/activity development and execution.
- Processing assessment information and data entry.

**ADVANCED SKILLS:** Mentors are given the opportunity to develop and enhance the following advanced skills:

- Administrative/Organizational
- Analytical/Quantitative
- Communication/Public Speaking
- Critical Thinking/Problem Solving/Resource Identification
- Customer Service
- Marketing/Social Media
- Project Management
- Teamwork/Interpersonal
- Technical/Various Platforms

**HOURS:**

- 10 hours/week to be arranged

**Send application and résumé to [itmakescents@uwla.edu](mailto:itmakescents@uwla.edu)  
0130 Student Union, 608-785-8852.**