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The Peer Financial Educator Program is designed to provide peer-facilitated financial education to the students at UW-Whitewater. Peer Financial Educators provide one-on-one coaching sessions, plan and facilitate presentations, and participate in the support of social media, special events, and projects as assigned.

**Minimum Qualifications of a Peer Financial Educator:**

- Be a student of UW-Whitewater
- Have a 2.5 cumulative GPA or higher
- Be a sophomore, junior, senior, or graduate student
- Ability to work up to 10 hours each week
- Have interest or past experience with Personal Finance, such as a personal finance course, employment, or extracurricular involvement
- Demonstrate communication skills, motivation, and dedication
- Ability to design and create publications for distribution – paper and digital
- Demonstrate ability to work well with others and independently
- Willingness to work one-on-one with students and present to campus groups
- Have a positive attitude with a friendly demeanor
- Willingness and desire to learn about financial management and wellness
- Preference given to those who commit to at least one academic year (fall and spring semesters) of service to the Financial Literacy Center as a Peer Financial Educator

**Primary Responsibilities and Expectations of a Peer Financial Educator:**

This position will provide beneficial work experience for future employment. This position offers the opportunity to promote financial wellness by providing personal finance information and resources to the UW-W campus community. You will have an opportunity to meet one-on-one with students, plan and conduct campus presentations, and represent the Financial Literacy Center at tabling events. In addition, you will have the opportunity maintain and grow our online presence (social media, website, blog, etc.).

- Required to complete and attend all scheduled trainings and meetings. This includes:
  - Training sessions at the start of the fall semester
  - Financial Literacy Center team meetings, occur 30 minutes weekly during fall and spring semesters
  - Annual performance evaluation and learning assessment meeting with supervisor
- Complete all scheduled one-on-one coaching sessions and attend drop in sessions/appointments.
- Update responsibly and effectively the Financial Literacy Center's social media accounts, website, and blog

- Plan and complete all assigned sessions, presentations, special events, and evaluations as set by their supervisor
- Maintain a working knowledge of personal finance concepts that influence the content of their presentations and coaching sessions
- Work independently and communicate any issues or concerns that arise
- Answer incoming communications requesting coaching sessions and presentations
- Respect students' rights to confidentiality and follow legal guidelines regarding dispersal of information
- Design and create publications, flyers, and digital designs
- Act as a representative for the Financial Literacy Center within the campus community
- Other duties and projects as assigned by supervisor

**Observation and Compensation of Peer Financial Educator:**

Peer Financial Educators are observed and evaluated regularly to ensure they are meeting all expectations and performing their job duties effectively. Those who do not meet expectations may not be asked to return.

Peer Financial Educators will be paid \$10 per hour. The Financial Literacy Center understands you are first and foremost a student. The schedule will not exceed 10 hours per week, and will be flexible to accommodate student classes.

**Learning Outcomes of being a Peer Financial Educator:**

- Students will demonstrate effective written, oral, and nonverbal communication skills.
- Students will relate effectively with co-workers and work well within a team structure.
- Students will obtain, interpret, and use knowledge, facts, and data to analyze issues, make decisions, and overcome problems.
- Students will demonstrate personal accountability, effective work habits, and ethical behavior.
- Students will transfer curricular and co-curricular knowledge to real world work experiences.
- Students will communicate and interact effectively with people from other cultures and identities in order to foster a diverse and inclusive work environment.

**Application Deadline:**

If interested in becoming a Peer Financial Educator, the deadline for submission is Monday, October 9, 2023. Applications should be submitted within Handshake or by emailing [finlit@uww.edu](mailto:finlit@uww.edu). The most qualified applications will be invited to participate in the next step of the selection process. Visit <http://www.uww.edu/adminaffairs/finance/financial-literacy> for more information on the Financial Literacy Center.

**For additional information, please contact:**

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