Peer Financial Advisor (PFA)

Term: 2018-2019 Academic Year
Position Open: Two (2) Position
Handshake Job Code: #1538419

OVERVIEW
The Office of Student Housing and Residence Life is looking for two (2) self-starting, energetic, and collaborative individuals who have financial aid or financial assistance knowledge, and have a passion for working with a diverse and unique student population within a vibrant residential community.

CSUB Peer Financial Advising Program is designed to equip college students with a basic understanding of personal financial management to help meet life’s challenges and opportunities, many of which touch upon the topic of money.

Peer Finance Advisors (PFAs) would potentially present dynamic seminars to classes, clubs, residence halls and other student organizations on campus, but more importantly, conduct one-on-one advisement on CSUB’s current financial aid options, scholarships, and other available avenues for financial aid.

The Peer Financial Advising Program is composed of student peer financial advisors (PFAs) who will advise students on a one-on-one basis, as well as conduct group sessions for students. It is hoped that the students will learn from these sessions, as well as from personal stories that PFAs might wish to share. At the end of each session (or presentation), there are short evaluation forms that are filled out in order to give the PFAs an idea about which details could be added to the presentations, as well as what information was deemed the most applicable to the student audience. This allows the PFAs to tailor the information to the audience in order to yield a more productive presentation.

TRAINING
PFAs will be provided with training on:
- Basic Peer Listening and Advising Skills
- CSUB Financial Aid Programs and Contacts
- FAFSA Guidelines
- Scholarship Programs
- Loans (Subsidized vs. Unsubsidized)
- DirectPlus Loans
**JOB REQUIREMENTS**

- Must work 20 hours a week
- Must have a commitment to serving CSUB students
- Must have some financial assistance program knowledge
- Previous student leadership experience preferred
- Must have an ability to multi-task, prioritize and successfully navigate ambiguity
- Self-directed professional with strong interpersonal, problem solving and customer service skills
- Must be a good academic role model; must have and maintain a GPA of 2.25 or higher
- Must have good listening skills
- Must be able to maintain a professional demeanor but still be able to have fun at work
- Must have demonstrated leadership skills in regards to working with other students

**QUALIFICATIONS**

- Enrolled as a full-time student at CSUB during the 2017-2018 and 2018-2019 academic year (must be a full time student)
- Have and maintain a semester and cumulative GPA of 2.25 or higher
- Organization skills
- Task-oriented goals
- Self-motivating
- Fun and proactive disposition
- Willingness to learn

Hours: 10-15 hours per week
Compensation: $12.50 per hour
Priority Applications due **May 30, 2018**, (Position open until filled.)
Position will begin as early as **August 6, 2018**.
Position end date: **May 31, 2019**

**Candidacy subject to availability**

Please contact Ashley Scott, Associate Director of Student Housing at ascott12@csub.edu if you have any questions.

Application available at: [Peer Financial Advisor Online Application](#)