

Division of Student Life
Graduate Assistant Job Description

**Graduate Assistant
Powercat Financial**

Job Summary

The Graduate Assistant will work under the supervision and direction of the Director of Powercat Financial and will perform duties listed below and other duties as assigned.

Powercat Financial is a free financial education center located in the student Union for Kansas State students. It is a peer-to-peer program where students in financial-related majors are trained as peer financial counselors to assist fellow students with financial issues such as budgeting, paying for college, managing credit and reviewing job offers both one-on-one and in group settings. In addition, a student organization, called Powercat Financial Student Advisory Board, assists with marketing the center and hosting periodic financial events for students. Please review our website at www.ksu.edu/powercatfinancial to learn more.

The responsibilities will include supervision, advising, administrative skills, teamwork and communication. The position requires a self-motivated, team-oriented individual with strong written communication skills and public speaking ability. Candidates must also have strong organizational skills and attention to detail. Experience and knowledge of personal financial planning topics such as budgeting, credit, employee benefits, student loans etc. is preferred. Additional experience with counseling or advising is helpful.

Requirements

Graduate assistants are required to enforce and abide by all policies set by the department and the university. Graduate assistants must be Kansas State University graduate students enrolled in a full course load of at least six credit hours but not more than 12 credit hours per semester. Compensation is for approximately 16 to 20 hours per week for 9 months, with the understanding that there is a fluctuation in demand depending on the time of year and nature of programming needs. Some occasional evenings and weekend hours are required. Any additional employment must be approved in advance. A small amount of travel to recruitment events or presentations may be required. If selected, you must provide evidence of acceptance in the Kansas State University Graduate School and enrollment in a minimum of 6 credit hours per semester. A background check may be required prior to finalizing an offer of employment.

Remuneration and Benefits

Salary range is \$10,000-12,000 commensurate with experience and is paid on a biweekly basis for a 9-month either 16 (0.4) or 20 (0.5) hour per week appointment. Position meets requirements to qualify for in-state tuition rates. Appointment may be eligible for health insurance through Kansas State University if it is to be a 0.5 FTE appointment (but not if it is a 0.4 FTE appointment).

Note: pay will be reduced during any weeks such as holidays and breaks when graduate assistant does not work regular hours.

Responsibilities

Assist Director, other Graduate Assistant(s), Peer Financial Counselors, and PF Student Advisory Board (student organization) members with operations of Powercat Financial as follows:

1. Schedule client appointments requests via Outlook and KSIS
2. Oversee advising of the PF SAB and their bi-weekly SAB meetings
3. Assist with tabling activities and oversee tabling events (PF participates in new student orientation and other tabling events)
4. Assist with PF events and oversee SAB Event Planning Committee (see list of events attached)
 - a. Reserve spaces and manage food orders for events
5. Assist with and oversee SAB Community Committee to foster group cohesion through social activities and community service projects
6. Assist with and oversee SAB Marketing Committee
 - a. Help create and disseminate marketing for PF in general
 - b. Display marketing in numerous buildings on campus
 - c. Market to fraternities, sororities, other living units and student groups
7. Assist with PF retreat planning held annually in April to welcome new members
8. Coordinate and manage K-State's OrgCentral portal for SAB
9. Complete and assist with peer counselor training and attend all peer counselor monthly continuing education meetings
10. Meet with and deliver one-on-one, confidential financial counseling to clients/students in person and/or online via Zoom
11. Write post-session follow-up letters to clients
12. Give group financial presentations and seminars to dorm floors, sororities, fraternities, classes, scholarship houses, student organizations, etc.
13. Co-counseling – sit in with peer counselors to step in when needed and for quality control
14. Observation – watching students provide counseling and conduct workshops and events to be sure things are running smoothly and they are meeting the standards of the PF center

15. Assist with oversight of Canvas materials and assignments for peer financial counselors
16. Assist with coordinating agendas and training materials for monthly peer financial counselor Continuing Education meetings and SAB meetings
17. Monitor KSIS procedures and review KSIS use & log entries by peer counselors for quality control
18. Oversee and coordinate schedule to update PF blog posts at blogs.k-state.edu/PF
19. Contribute and update social media avenues such as Facebook/Twitter/Instagram– posts and pictures
20. Create new and interactive financial presentations/games via Prezi and PowerPoint
21. Create and update work schedules for peer counselors
22. Contact deans and faculty to present to freshman/orientation classes in each academic college
23. Update master list of all peer counselors graduating from PF program and stay in touch with previous peer counselors
24. Participate in weekly management team meetings and work with other Graduate Assistant(s), office assistants and Director on other assignments and projects as needed

How to Apply

If interested in a Powercat Financial graduate assistantship, please submit:

Cover letter stating your intended program of study and necessary skills and abilities

Resume

Unofficial transcript

Contact information for three references

Background check may be required

All items shall be submitted in person or by email to jkaus@k-state.edu:

Jodi Kaus, Director
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