**Peer Money Mentor**
*Graduate Assistant Position*
*Academic Year 2020-2021*

Successful Start is a personal financial literacy program for the Boston College Community, sponsored by the Office of Student Services. Our goal is to offer financial topics relevant to lifelong fiscal health. In order to help create financially literate students, Successful Start’s Peer Money Mentor Program provides financial information to students in a one-on-one confidential setting. Mentors provide basic financial literacy information in order to help better understand today’s finances.

The Successful Start Peer Money Mentor Graduate Assistant is a 10 hour per week hourly paid position responsible for the day-to-day management and operation of the Peer Money Mentors, under the supervision of Marsia Hill Kreaime. These duties include, but are not limited to:

- Assist in recruitment and selection of the Money Mentors
- Determine mentor training topics and schedule sessions
- Lead training sessions and hold individual sessions with mentors
- Manage communication with mentors and serve as main contact for mentors
- Match mentors with interested students
- Receive mentor reports and give feedback
- Provide resources for mentors as needed and back-up mentoring; including bimonthly continuing education sessions
- Utilize technology to market the availability of mentors to the general student population
- Work with Successful Start Director to initiate campus partnerships for referrals

Additionally the Peer Money Mentor, Graduate Assistant works in partnership with the rest of the Successful Start team to help facilitate and organized financial literacy workshops, as well as the annual clothing drive and Game of Life event.

Requirements: Candidate will preferably have some knowledge of financial literacy, ability to multitask, experience in managing schedules and people, comfortable with public speaking and are flexible.

This position will begin the week of August 24th, 2020

Interested candidates should bring their resume and a cover letter.