

Coordinator Senior, Financial Coach (Job Number: 89337BR)

Campus Location	West
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-time
Grant Funded Position	This is not a grant-funded position and is not contingent on future grant funding
Salary	\$44,100 - \$60,827 per year; DOE
Close Date	March 23, 2023
Job Description	<p>ASU's Mary Lou Fulton Teachers College is seeking a qualified, collaborative, and learner-centered individual for the role of Financial Coach. The Office of Student Services Student Success Team is responsible for providing exemplary coaching and support to students enrolled in our undergraduate and graduate programs. Our unique team-based model focuses on distributed expertise and personalized engagement to deliver exceptional service and support for every student. The team-based model also contributes to creating a dynamic and positive environment for team members, where collaboration and support are hallmarks of the staff experience.</p> <p>Under general supervision of the Director of Student Success, the Financial Coach will plan, organize and coordinate activities and programs to promote financial literacy for students in MLFTC degree and certificate programs. This includes hosting financial literacy workshops and sessions on managing student debt, completing the Free Application for Federal Student Aid and applying for scholarships, loans and grants. The Financial Coach provides a structure for students to develop solutions to their financial challenges and guides students toward resources and behaviors that will increase success in reaching their educational and financial goals. During student meetings, the financial coach assists students with options for paying for college and applying for federal aid, provides information on available scholarships, loans or grants, helps creating a budget, tackling a financial problem, understand financial systems, and/or connects to resources as needed.</p> <p>This position is primarily located at the Tempe campus, however, travel to the other ASU campuses is required on a regular basis.</p>
Essential Duties	<ul style="list-style-type: none"> • Develops, promotes, and maintains practices, policies, and procedures for student financial literacy that emphasize equity and are inclusive of a diverse student population. • Regularly monitors assessment as well as build, assess, and evaluate efficacy of financial literacy programming utilizing data and via technology. Meets 1:1 with students to discuss all aspects in regards to their financial needs, and provides contextually appropriate guidance for students in or entering education professions. • Counsels and advises students about long term costs associated with completing a degree, personal financial literacy, managing personal finances and financial awareness. • Assists in the preparation of and presents information regarding scholarships, employment and grants to current student workshop and prospective

	<p>student recruitment sessions, including but not limited to, various campus groups, high school students, and parents.</p> <ul style="list-style-type: none"> • Develops financial literacy resources for students and parents, with attention to student and programmatic diversity within the college. • Navigates complex environments with evolving priorities and communication plans, establishes and maintains effective professional working relationships. • Resolves complex issues and takes the lead on projects built around student financial literacy. • Acts as college/department liaison to internal and external constituents on issues related to student financial literacy. • Responds to student questions and concerns; works with students to resolve all issues to ensure financial wellness. • Possesses a clear understanding of the unit goals of the college and/or departmental processes and expectations. Drives projects and/or initiatives with holistic understanding of the unit goals. • Coordinates a program, portion of a large program, a group of activities and functions, or a project within a department or college directed to the financial wellness of MLFTC students. This may include conducting or completing assessment, evaluation, timelines, goals, and budget of the program. • As required, represent college/department as a primary contact at college or university-level meetings, collaborate on cross-unit teams or projects, and act as course instructor/resource for faculty. • Works collaboratively with other MLFTC staff and the ASU Financial Aid and Scholarship office staff to operationalize specialized programs, and to resolve issues on behalf of the students. • Partners with MLFTC academic advisors to assist students with matters related to course enrollment and financial aid. Ensures college efforts are supplemental to university efforts. • Coordinates requests for Emergency Need scholarship awards. • Works with MLFTC Success Coaches and Coordinated Care Strategists to design learner-centered action plans to assist students experiencing complex or nuanced circumstances that include their financial wellbeing. • Hires, supervises, trains and evaluates student workers.
<p>Minimum Qualifications</p>	<p>Bachelor's degree in a field appropriate to the area of assignment AND five (5) years of related experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.</p>
<p>Desired Qualifications</p>	<ul style="list-style-type: none"> • Evidence of a Master's degree in higher education, business, management, or finance. • Experience working with university students in a capacity related to the position, such as financial aid advisement, financial literacy, billing or business services. Experience working with students in or entering education professions a plus. • Demonstrated knowledge of best practices related to financial aid, scholarships, financial literacy, financial management and planning, and budgeting and accounting principles in the higher education context. • Experience working in team-based environments, and the ability to apply the principles, techniques and methods of teamwork, compromise and collaboration to produce desired outcomes.

	<ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships with peers, faculty, students, administration and other interested parties. • Ability to work effectively in an environment subject to quickly changing priorities, and adapt to utilize new technology, practices, policies and methods. • Ability to support a positive organizational culture through motivation, engagement, and by creating a shared sense of accountability and vision. • Ability to effectively communicate both written and verbally with a wide variety of university constituents, including students, parents, staff, faculty, and college/university administrators. • Ability to self-motivate, and to effectively prioritize work of self and others.
Working Environment	<ul style="list-style-type: none"> • Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse • Required to stand for varying lengths of time and walk moderate distances to perform work. • Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds • Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts. • Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.
Department Statement	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
ASU Statement	<p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</p>

	<p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
Employment Verification	ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
Instructions to Apply	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #89337BR</p>