TEMPORARY STAFF ANNOUNCEMENT

FINANCIAL LITERACY PROGRAM COORDINATOR

Department: Student Success
Position: Full-time, 10 month temporary position
Wage: $11.33 per hour (Position dependent upon grant funding)
Union Affiliation: Montana Public Employees Association
Posting Date: September 2014

Description

The University of Montana Western seeks a Financial Literacy Program Coordinator to work with the Student Success and the Financial Aid Office. The Financial Literacy Program Coordinator is funded through an Office of the Commissioner of Higher Education (OCHE) College Access Challenge grant and serves as the primary point of contact to oversee the daily management and coordination of this program. Continuation of this position is dependent upon funding. Funding is anticipated to be through August 2015.

The financial literacy coordinator is responsible for:

- Working with the Financial Literacy Advisory Council to increase financial literacy awareness across campus.
- Working to establish a culture of financial literacy awareness across campus.
- Identifying at-risk populations using institutional data and coordinate outreach to these students.
- Developing and delivering targeted financial literacy curriculum to both on campus and off-site locations.
- Working with OCHE staff to coordinate training for advisory board, staff, and faculty.
- Identifying opportunities for intervention with entire student population.
- Educating students individually and in group settings on financial literacy in accordance with best practices as established by the Montana University System.
- Maintaining records of participation in the program as required by UMW and OCHE, complete grant reporting requirements and monitor budget expenditures.

Qualifications

The successful candidate must possess:

- Minimum of an associate degree or have three years of comparable professional experience.
- Demonstrated experience in project coordination.
• Ability to work well both independently and as part of a team.
• Strong presentation skills.
• Basic computer skills.
• Working knowledge of Microsoft Office.
• Excellent oral and written skills and be able to teach and explain things well.
• Candidate must be able to maintain confidential information.
• Preferred requirements include a baccalaureate degree, experience with Ellucian BANNER, knowledge of financial literacy best practices and learning management system, such as Moodle.

Application

Send a State of Montana Application Form along with, a letter of application related to the position description, a resume and names, addresses and phone numbers of at least three (3) current references. For further information about the position, please contact Ilene Cohen at ilene.cohen@umwestern.edu or 406-683-7311.

Send your application to:

Dorothy Seymour
The University of Montana Western
710 S Atlantic St
Dillon MT 59725

Review of applications will begin September 19, 2014.

The University and Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392.

Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion-learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.*