



SSS Financial Literacy Specialist/McNair Program Assistant

Full Time / Hourly / Non-Exempt

REPORTS TO

Director of McNair Program / Director of Access and Opportunity)

DEPARTMENT

McNair Grant / Office of Access and Opportunity (TRIO)

EFFECTIVE DATE

September 2019

JOB SUMMARY

This position is split (50%/50%) between the TRIO Student Support Services Grant and the McNair Scholars Program. As SSS Financial Literacy Specialist, this position provides SSS students with financial literacy training and counseling, liaises with SNU Financial Aid office, and oversees SSS program files and data input. As McNair Program Assistant, this position provides general administrative support for the McNair Director and Assistant Director and supports McNair scholars in research and the graduate school application process.

RESPONSIBILITIES

Essential Functions of SSS Financial Literacy Specialist:

- Assisting participants with financial need documentation, applications for financial assistance, and individual financial planning/counseling
- Documenting student financial assistance for files
- Conducting financial literacy workshops and seminars
- Maintaining and orienting students to financial literacy online resources
- Liaising with university financial aid staff and academic departments regarding grants, loans, and scholarships
- Providing referrals to financial resources in the community
- Additional duties as assigned

Essential Functions of McNair Program Assistant:

- Assisting with program event scheduling and scholar travel arrangements
- Maintaining McNair program communication, Web & social media; publicizing program events



- Updating research conference information, scholar resources; assembling Research Journal materials
- Supporting quantitative tasks for reporting, program evaluation
- Maintaining scholar records (paper and digital)
- Additional duties as assigned

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion and equity
- Bachelor's degree required
- Experience in business or educational settings working with financial information or budgeting processes (2 years)
- Experience working with diverse populations including first-generation, underrepresented students, and persons with disability
- Proven ability to work effectively in one-on-one counseling
- Possess strong verbal and written communication skills
- Ability to prioritize multiple demands in a fast paced work environment
- Typing and spelling competency
- Expertise with various computer software applications (Office suite, Google, etc.)
- Highly organized and able to work independently

Preferred Qualifications:

- Master's degree (business/education)
- Financial aid experience
- Background similar to SSS participants
- TRIO grant experience
- Experience in higher education

Supervision Received:

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Supervision Exercised:

May be responsible for the coordination of work assignments for student employees.



BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: April 15, 2019

SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Employees contact:

Gail Collier
Director of Human Resources
Southern Nazarene University
6729 NW 39th Expressway
Bresee Hall, Room 306
Bethany, OK 73008
[405-491-6333](tel:405-491-6333)/ Email: gcollier@snu.edu

Dr. Lena Crouso
Vice-President for Intercultural Learning and Engagement, Chief Diversity Officer
Southern Nazarene University
6727 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:



Title IX Coordinator:

Mike Redwine
Executive Vice President
Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).