

Financial Literacy Graduate Assistant – 2017-2018 Academic Year

Supervisor Name: Elizabeth Sarazin

Supervisor Email: esarazin@maine.edu

Hours: 20 hours per week

Location: Portland and Gorham

Compensation: Stipend \$1000/month September through May

We are looking for a graduate assistant in the Student Financial Services office to engage with students on the topic of financial literacy and help with program development.

Primary Duties of this graduate assistant position:

- Financial Literacy research and program development
- Market and Promote financial literacy
- Collaborate with other organizations such as \$ALT on student engagement
- Event planning and participation in Gorham and Portland

Preferred experience/skills:

- Customer service – financial experience a plus
- Outreach and engagement
- Excellent communication skills – spoken and written

Please submit a resume and cover letter to Elizabeth Sarazin at esarazin@maine.edu