

**Rowan – Virtua School of Osteopathic Medicine and School of Translational Biomedical
Engineering & Sciences
Job Description**

Job Title: Student Financial Wellness Assistant
Department: Student Financial Aid Office at Rowan-Virtua
Facility: 113 E. Laurel Road Stratford, NJ
Reports To: Brandi Blanton, Associate Director of Student Financial Aid

SUMMARY: The Student Financial Aid Office is seeking a creative Student Financial Wellness Coordinator responsible for coordinating financial wellness programs and initiatives to enhance the financial wellness initiatives for Rowan–Virtua SOM and TBES current and prospective students. The Student Financial Wellness Coordinator will actively engage in planning, marketing, and executing educational activities while collaborating with campus partners to promote financial well-being among students and their families. Works collaboratively with the Associate Director, Student Financial Office staff, and other administrative offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist the Student Financial Aid Office in the development and implementation of financial wellness workshops, events, and initiatives.
- Create engaging presentations and marketing materials for Financial Wellness Center programs.
- Collaborate with campus partners to expand outreach efforts for current and prospective students.
- Help design the Financial Wellness webpage to educate and engage students.
- Design marketing materials for financial wellness initiatives.
- Collect and analyze data related to student engagement with financial wellness resources.
- Foster collaborations with student organizations to promote financial literacy on campus.
- Performs other related duties, as assigned.

QUALIFICATIONS:

- Be current Rowan-Virtua SOM students in good overall academic and financial standing.
- Be available 4 hours a week in person
- Knowledge of financial aid basics and the FAFSA application
- Excellent communication, organizational, and computer skills
- Having a strong sense of self-awareness and professional etiquette
- Familiar with a range of online platforms such as Microsoft Office software, Zoom, WebEx, Canva, and Social Media sites
- Knowledge of issues common among first-generation and non-traditional students in medicine
- Manage multiple priorities in a fast-paced environment

DESIRED SKILLS OR EXPERIENCE:

*****These skills are not required but highly desirable.**

- Finance or Banking formal education or experience.
- Event Planning Experience: applicants with previous experience in event coordination and community engagement are highly desirable.
- Graphic and/or Web Design Skills: Experience with graphic design tools for creating visually appealing promotional materials. Experience with designing or maintaining websites.

- Community Outreach Experience: Direct experience or a genuine interest in community outreach, particularly with low-income populations, student parents, marginalized populations in medicine, first-generation college students, and non-traditional medical or graduate students.
- Social Media Proficiency: Experience with managing social media accounts for organizational outreach and engagement.

If interested in applying for this position, please complete the application and include sample work:

[HERE](#)

For questions, please contact Joanie Page at Pagejo@rowan.edu