



Office of
Student Financial Aid
UNIVERSITY OF WISCONSIN-MADISON

Job Description
FASTrack and BANNER Peer Advisor

Department Overview:

The Office of Student Financial Aid is committed to providing equitable access to financial resources for all students. We assist students by making college affordable through federal, state, and institutional funding. Our office strives to provide a seamless enrollment experience for students and their families which supports the recruitment, retention, and on-time graduation of students. We strive to create a work culture that embodies an understanding and appreciation for diversity and inclusion to ensure that our offerings and services create a safe environment to empower students of all backgrounds.

Qualifications:

- Must be a Federal Work Study-eligible UW-Madison Student
- Must be available during the summer
- Preferred availability during the academic year - Thursdays from 11:00am-2:00pm
- Preference given to current or former BANNER or FASTrack students

Job Duties & Responsibilities:

- Support all FASTrack & BANNER Scholars and programming related to building community and enhancing the scholars college experience.
- Lead tasks and projects created and aimed at serving and supporting FASTrack & BANNER Scholars.
- Serve as a main contact to answer student questions and concerns through emails, phone calls, and in person.
- Assist in planning and executing monthly workshops for all Pell eligible students as well as assist in other OSFA outreach events and activities.
- Contribute ideas to the planning of financial aid and financial wellness events throughout the school year.
- Provide logistical support for financial aid and financial wellness events.
- Attend and participate in team meetings.
- Other duties as assigned.

Knowledge, Skills, & Abilities:

- Exceptional oral and written communication skills
- Detail-oriented and ability to multi-task
- Ability to learn quickly, think critically, and ask questions to optimize workflow
- Knowledge of Microsoft Office Suite

- Experience creating flyers and invitations
- Ability to work both as a team member and individually
- Outgoing and enthusiastic personality
- Creativity and innovative ideas

Anticipated Schedule:

- Schedule will be agreed upon after hire. Shifts are ideally distributed throughout the week.
- This position will begin as soon as possible and is intended to continue throughout the 2021-2022 Academic School Year.
- It is preferred that we bring on someone who can work in the office for at least one year.
- Regular Office hours of operations is 8:00 a.m. - 4:00 p.m. Monday through Friday
- Work schedule may occur within this timeframe with allocated responsibilities happening outside of regular business hours

Anticipated Hours:

- 8-15 hours per week

Compensation:

- \$11.00 per hour

Supervisor: MollyJo Bautch