The Nevada Money Mentor Program within the Financial Aid & Scholarship Office at the University of Nevada, Reno seeks to fill a position for a Peer Mentor. Positions are available for student’s sophomore level and above in good academic standing. The Peer Mentor should commit to a term of one full academic year and must be available to work a minimum of 10 hours per week.

**What is Nevada Money Mentors?**
The university financial literacy program empowering students with financial knowledge and resources so they make informed, confident decisions about their money.

**Essential Duties and Responsibilities:**
- Conduct financial coaching sessions maintaining client confidentiality
- Develop in-take, plan-of-action, and follow-up processes for all students requesting financial coaching
- Create resource documents for students on various personal financial topics
- Assist in the planning, coordinating, implementation, and evaluation of the Nevada Money Mentors activities and events
- Work closely with Financial Specialist to develop new programs and implement various projects
- Plan and present financial education workshops to students, faculty and staff
- Serves as a resource person to the participant; provides referrals to other university and community resources as needed
- Perform related duties and marketing/communications/outreach activities as assigned by supervisor
- Other duties as assigned

**Qualifications:**
- Highly motivated and committed to helping others
- Outgoing, friendly and comfortable working one-on-one with peers and presenting in front of groups that may include peers as well as faculty and staff members
- Must possess excellent communication skills as well as an appreciation of diversity
- Have general knowledge of personal finance topics such as budgeting, savings, credit, etc.
- Have an interest in tackling student debt and building an awareness around the importance of money management
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

**Questions? Please contact:**
Amy Nelson, Financial Specialist at amynelson@unr.edu

For more info about Nevada Money Mentors, visit [www.unr.edu/nevada-money-mentors](http://www.unr.edu/nevada-money-mentors)