

Internship - Financial Literacy Program

Financial Literacy Intern – Position Description

The Financial Literacy Program at Dominican University provides undergraduate interns with an understanding of financial concepts, teaches self-awareness as it relates to personal finances, and enables students with the confidence to apply as well as share financial literacy information. Through this internship program, students will have the opportunity to engage with internal and/or external Dominican community audiences.

Financial Literacy Intern Duties and Responsibilities

- Assist with the development of the Financial Literacy Program
- Attend weekly team meetings and initiate one-on-one meetings with supervisor
- Provide general research support
- Assist with data analysis and other relevant projects
- Create content for the program to for targeted audiences
- Present information to current students and/or external community members
- Coordinate with financial literacy interns, graduate assistants, and supervisor for seamless project development and management
- Collaborate with internal groups, departments and/or external organizations to organize financial literacy opportunities and facilitate financial literacy related workshops
- Other duties as assigned

Qualifications

- Open to all majors
- Highly motivated with a desire to learn personal finance
- Ability to work independently
- Strong verbal and written communication skills
- Proficient in Microsoft Office tools

Benefits

- Shadowing, mentoring, and training opportunities with Program Lead and Graduate Assistant(s)
- Hands-on learning and application of personal finance principles
- Opportunity to present to recent college students in scheduled events and meetings and occasional networking events

Requirements

- Ability to work a total of 80 hours in the semester; approximately 6 or more hours per week
- Ability to work remotely with occasional in office hours; to be coordinated with supervisor

Internship Duration (Tentative)

- 10 weeks - 09/13/2021 - 11/29/2021

Compensation

This is a paid position made possible by the U.S. Department of Education, Title V grant.