



## **Position Description**

### **Scholarship Resource Center Peer Mentor and Scholarship Researcher**

The candidate will be a diligent, organized student with a passion for helping others fund their education. A strong work ethic with a focus on assisting students is necessary in this position. Outstanding verbal and written communication skills, strong critical thinking skills, and the desire to be part of a developing student service scholarship resource campaign are imperative.

#### Required Skills/Experience

- Must be in good academic standing
- Excellent writing and oral communication skills including public speaking
- Ability to maintain impartially and confidentiality
- An interest in supporting other students in regards to funding their education with scholarships
- Compassion and understanding of students' personal achievements and unique personalities
- Understanding in the following technologies/software/applications
  - Google Drive (Docs, Slides, Sheets)
  - Microsoft Office (Outlook, Teams, PowerPoint)
  - Kahoot
- Customer service orientated
- Strong initiative to solve problems
- Previous experience applying for a scholarship(s)
- Understanding of UWL Foundation Scholarships preferred but not required
- Ability to function individually and as a member of a team

#### Key Responsibilities

- Provide peer education on scholarship resource topics- one-on-one and in a group setting
- Assist with events focused on scholarships, finances, and overall wellness for students
- Search for scholarships in our resource books, online sites, and various sources
- Present on scholarship resources in classrooms and other public forums
- Help provide all around support to students for finding and applying to scholarships