University Administrative Fellow (UAF), Graduate Student Financials in The Office of the Dean of the Graduate School

Reporting to: Mary Bechler, Senior Associate Dean
Position Start Date: September 2019
End Date: December 2019

The Finance and Administration team in the Office of The Dean of the Graduate School is seeking a University Administrative Fellow for the 2019 Fall semester. Applicants should submit a brief cover letter and resume via email to James M. Van Wyck (jvanwyck@princeton.edu).

This fellowship affords the opportunity to acquire or augment skills useful in a variety of career fields, including data analytics, consulting, communications, program development, and academic administration. The Graduate Student Financials UAF will support the Graduate School’s mission of improving the graduate student experience at Princeton. This position will focus on the student experience from a financial perspective. The fellow will work on projects impacting the broader student community. Depending upon the fellow’s interests and abilities, the fellow will have the opportunity to learn by working as part of a collaborative effort to:

- Survey students and institutional peers to assess the cost of living
- Enhance the Student Portal (to be launched summer 2019)
- Enhance/develop financial literacy and education programming
- Develop student-focused communications and resources for graduate students seeking financial information

This portfolio will strengthen the fellow’s knowledge of finances and financial planning, will provide the fellow experience in financial administration, and afford the fellow a better understanding of university administration.

**Qualifications**

Applicants for the UAF position will be expected to have:

- Strong interpersonal and written communication skills
- Advanced Excel and analytical skills
- Interest in financial literacy
- Commitment to building programs and processes as foundation for the future

Proposed projects are below. The Graduate Student Financials UAF’s project(s) will be tailored to the interest, abilities and goals of the fellow.

**Project 1: Cost of Living analysis**

- Work with assistant dean in surveying students and peers on the cost of living. The fellow will learn how the cost of living is used to inform a number of graduate student funding programs and benefits.
Project 2: Student Financial Portal

- Work with the Finance and Admin team on the design and implementation of enhancements to the Student Financials Portal (Phase I to be launched summer 2019). The fellow will review enhancement designs and possibly participate in the testing (depending on the timing). There may be an opportunity for the fellow to host focus groups with current graduate students on topics related to the display and communication of financial resources.

Project 3: Financial Literacy Program

- Advance the objectives and goals of the newly formed financial literacy working group. This will take a variety of forms including programming, communications, and assessment. The fellow will also evaluate financial literacy tools and resources that are currently available. Work with team members to make resources more accessible and relevant.

About the Graduate School and Finance and Administration

The University provides financial resources to support students as they pursue their academic course of study. A major role of the Graduate School is to articulate the unique needs of graduate students, which include not only financial resources but also financial education and planning to ensure that all students may thrive and achieve their goals. The Finance and Administration team within the Graduate School is responsible for the oversight of University graduate student funding and collaborates closely with other offices on campus on the allocation and disbursement of funding to graduate students.

About Mary Bechler

Mary Bechler oversees the Graduate School operations, budget and enrollment in fulfillment of the research and teaching mission of the University. Mary has worked in both corporate and non-profit sectors. Before joining Princeton University in 2001, Mary worked in financial management positions in international banking and real estate investment advisory services. She has an AB degree from Stanford University in international relations and an MBA from the Wharton School.