

## COMMUNITY COORDINATOR, EDUCATION & INITIATIVES

### JOB DESCRIPTION

#### THRIVE CENTER

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The mission of the Thrive Center is to advance a community where students successfully navigate, excel and graduate from the University of Arizona prepared for life after college. Our values focus on providing students with a diverse, accessible, inclusive, and quality experience by:

- ▶ Centering the student experience through support and guidance
- ▶ Creating and modeling best practices
- ▶ Building community connections
- ▶ Collaborating across campus
- ▶ Cultivating lifelong learning practices

#### POSITION SUMMARY

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##### Program: Education & Initiatives

Program Summary: Thrive Education & Initiatives aims to provide student-centered events, trainings, discussions, and learning opportunities to students who share experiences with underrepresented/marginalized identities. The populations served include first generation (First Cats), transfer students, undocumented status, high financial need, BIPOC, and post-traditional students. Education & Initiatives aims to motivate and support students in attaining their bachelor's degree, successfully navigating the University of Arizona, and preparing for next steps after college.

##### Job Title: Community Coordinator

Hourly Rate: \$14.75 per hour

Job Summary: Community Coordinators support the development, implementation, and assessment of programs, events, and services aimed at establishing community amongst Thrive participants. They utilize their student perspective to inform the creation of engaging events, workshops, and activities. They support Peer Educators with teach & shares and the Thrive Center by providing tours to any newcomers that visit our space.

#### PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

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- ▶ Demonstrate respect and professionalism in a manner that reinforces the mission and values of the Thrive Center
- ▶ Take initiative and work independently
- ▶ Demonstrate time and task management skills
- ▶ Have baseline knowledge of the Thrive Center, including programs, events and/or services
- ▶ Possess adequate organizational skills
- ▶ Demonstrate excellent written and oral communication skills
- ▶ Exhibit proficiency in Microsoft Office suite (Word, Publisher, PowerPoint, Excel, Outlook)
- ▶ Willing to work with diverse communities, including a commitment to cultural competence (in self and others)
- ▶ Available to work up to 15 hours per week

#### DUTIES & RESPONSIBILITIES

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- ▶ Plan and execute campus-wide events and programs for students
- ▶ Outreach at campus and community events to expand the Thrive network
- ▶ Present at outreach events, department and office meetings, and professional development opportunities for student employees, staff, and faculty
- ▶ Facilitate workshops and activities related to first-generation college student experiences, such as but not limited to preparing for graduate or professional school, preparing for workforce after college, community building and belonging, and more. Create event outreach and print material such as flyer, media posts, and invitations
- ▶ Connect with students who are first-generation with various cultural, social, & gender identities and help them navigate campus and other resources to have a successful college experience
- ▶ Effectively manage competing tasks and responsibilities related to programs and events
- ▶ Generate creative ideas for student programs
- ▶ Collaborate with student and professional staff members on workshops, events, and programs
- ▶ Assist with setting up & tearing down events
- ▶ Other duties as assigned

## ACADEMIC QUALIFICATIONS

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- ▶ Minimum cumulative GPA of 2.50; 2.75 preferred
- ▶ Currently enrolled at the University of Arizona as an undergraduate student (minimum six units)
- ▶ Successful completion of at least one year of college (30 units or sophomore standing)

## TRAINING, MEETINGS & RETREATS REQUIREMENTS

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- ▶ Attend mandatory paid training sessions and/or retreats the week before the start of the Fall semester. Mandatory training will occur **August 14, 2023 to August 18, 2023**.
- ▶ Attend weekly or biweekly small team meetings
- ▶ Attend monthly Education & Initiatives meetings
- ▶ Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.

## PROGRAMS & EVENTS EXPECTATIONS

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The Thrive Center houses many programs and services, which may or may not correspond with your direct role in the office. One of our expectations of all our employees is to embrace an “all hands on deck” mentality. With that in mind, you may be asked to work a program in the evening or weekend. This request will be negotiated with your direct supervisor with the following in mind:

- ▶ Student staff will be paid for any program they work outside of their role in the office.
- ▶ Students are expected to work at least 10 hours per week but cannot exceed 25 hours per week.
- ▶ Exceptions will be made for academics (classes or instructor led review/study sessions).
- ▶ A calendar of events will be provided during the training informing staff of work commitments throughout the academic year.

