

PEER EDUCATOR, FINANCIAL WELLNESS

JOB DESCRIPTION

THRIVE CENTER

The mission of the Thrive Center is to advance a community where students successfully navigate, excel and graduate from the UArizona 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

Program: Financial Wellness

Program Summary: At Thrive Center, we employ a holistic approach to students' needs. We recognize that each student brings with them a variety of identities and lived experiences and wellness is a dynamic process of change and growth. Understanding that finances have a considerable impact on students' physical and emotional wellbeing, Thrive Center is working to build a robust initiative that will equip students with the knowledge and tools they need to confidently manage their finances during college and beyond.

Job Title: Financial Wellness Peer Educator

Hourly Rate: \$14.75 per hour

Job Summary: Financial wellness peer educators will deliver teach and shares, meet with students to provide individualized financial wellness coaching, and help design financial wellness programming. Teach and shares, meetings, and presentations may be on or off campus.

PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

- ▶ Available to work 15 hours per week
- ▶ Possess adequate organizational skills
- ▶ Take initiative and work independently
- ▶ Indicate time and task management skills
- ▶ Demonstrate excellent written and oral communication skills
- ▶ Have baseline knowledge of the Thrive Center, including programs, events and/or services
- ▶ 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)
- ▶ Show respect and professionalism in a manner that reinforces the mission and values of the Thrive Center

DUTIES & RESPONSIBILITIES

- ▶ Provide individualized financial wellness coaching to UArizona students
- ▶ Teach others about understanding and managing their financial responsibilities
- ▶ Assist in Last Mile Grant appointments
- ▶ Advocate on behalf of UArizona students regarding financial wellness issues
- ▶ Share knowledge on UArizona campus and Tucson community resources to students
- ▶ Plan and facilitate financial wellness focused events (monthly events, wellness month, and wellness week)
- ▶ Create and facilitate teach and shares and presentations centered on financial wellness strategies and best practices
- ▶ Other duties as assigned

ACADEMIC QUALIFICATIONS

- ▶ Minimum cumulative GPA of 2.50; 2.75 preferred
- ▶ Currently enrolled at UArizona 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

- ▶ 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. Your supervisor will communicate with you if the earlier dates are needed
- ▶ Attend weekly or biweekly small team meetings
- ▶ Attend monthly all staff meetings
- ▶ **Attending all training, staff meetings, and retreats is required**

PROGRAMS & EVENTS EXPECTATIONS

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 12 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

