

## PEER MENTOR, FIRST YEAR

### 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:** Thrive Peer Mentoring, First-Year Students

**Program Summary:** A peer mentoring program which focuses on supporting first-year students through their transition into college by helping them learn tips and tricks, build community, and find their place on campus. We are committed to fostering a diverse and inclusive workplace, and we actively encourage applications from individuals belonging to underrepresented communities. We value the unique perspectives, experiences, and talents that individuals from these communities bring to the University.

**Job Title:** Peer Mentor, First Year

**Hourly Rate:** \$14.75 per hour

**Job Summary:** Peer Mentors, in pairs, facilitate the discussion sections of HED 297A for a group of approximately 15-20 students focusing on topics such as time management, stress management, and communication skills. In addition to their HED 297A discussion, Peer Mentors also hold biweekly 1:1 appointments with their assigned students, serve on program-wide event planning committees, and help grade assignments.

#### 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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- ▶ Conduct individual biweekly/monthly 1:1 meetings with First Year students; mentoring caseload will be calculated based on number of hours worked
- ▶ Facilitate the discussion sections of HED 297A one day per week via Zoom or in-person (fall semester only)
- ▶ Input grades and attendance for HED 297A section in D2L in a timely manner (fall semester only)
- ▶ Work closely and collaboratively with the program coordinators and peer mentor colleagues to assist with developing and facilitating workshops for the First Year program (spring semester only)
- ▶ Participate in bi-weekly student staff meetings and one-on-one meetings with supervisor (fall and spring semesters)
- ▶ Maintain appropriate documentation of student interactions
- ▶ Complete outreach and recruitment phone calls
- ▶ Participate in collaborations with academic departments, cultural centers, and resource centers on campus
- ▶ 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
- ▶ **Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.**

### PROGRAM & EVENT 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 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.

