

JOB DESCRIPTION

THRIVE CENTER

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

Program: First Cats

Program Summary: First Cats Initiatives aims to build a community of proud, first-generation college students, faculty, and staff at the University of Arizona. First Cats Initiatives motivates and supports first-generation college students in attaining their bachelor's degree, successfully navigating the University of Arizona, and preparing for next steps after college.

Job Title: First Cats Community Coordinator

Hourly Rate: \$11.00 per hour

Job Summary: First Cats Community Coordinators support the development, implementation and assessment of programs, events, and services aimed at building a sense of pride amongst first-generation college students, faculty, and staff. They utilize their student-perspective to inform the creation of engaging events, workshops, and activities. They attend and execute campus-wide and office-wide events and sessions that center first-generation college student experiences.

PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

- ▶ 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 15 hours per week

DUTIES & RESPONSIBILITIES

- ▶ Plan and execute campus-wide events and programs for first-generation college students
- ▶ Outreach at campus and community events to expand the First Cats 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 balancing multiple competing responsibilities
- ▶ 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
- ▶ Support the coordination of First Cats advisory committees and boards
- ▶ Other duties as assigned

ACADEMIC QUALIFICATIONS

- ▶ 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

- ▶ Attend paid training sessions the week before the start of the fall and spring semester. Additional training dates may be added, as needed. (*August 19-23, 2019; January 13-14, 2020*)
- ▶ Attend weekly or biweekly small team meetings
- ▶ Attend monthly all staff meetings
- ▶ Attend mandatory retreats in August and January (*August 16 & 17, 2019; January 13-14, 2019*)
- ▶ **Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.**

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.

