

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: Men's Outreach Initiative

Program Summary: The Men's Outreach Initiative (MOI) is a new program designed to support the retention and graduation of students who identify as men of color. MOI will partner with the many units in the University that offer programming and support for men of color and outreach directly to matriculating and current students identifying as men of color to support them on their UA journey through key programmatic and academic milestones.

Job Title: Men's Outreach Initiative Community Coordinator

Hourly Rate: \$11.00 per hour

Job Summary: Men's Outreach Initiative community coordinators will do phone, email and in-person outreach to men of color to help support their success at UA. This will include: referring students to appropriate UA offices/resources; helping them navigate key UA systems; partnering with other offices offering programming and events with a focus on men of color; informing students of opportunities to strengthen their student experience and/or career options.

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

- ▶ Outreach at campus and community events to increase visibility of supports for men of color
- ▶ Present at outreach events, department and office meetings, and professional development opportunities for student employees, staff, and faculty
- ▶ Create event outreach and print material such as flyer, media posts, and invitations
- ▶ Connect primarily with students who identify as men of color 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 and outreach
- ▶ Collaborate with student and professional staff members on workshops, events, and programs
- ▶ Support the coordination of committees and boards related to men's outreach initiatives
- ▶ 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.

