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: 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 well being, 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: Graduate Assistant, Financial Wellness
FTE: 0.5, Fall and Spring Semesters

Job Summary: The primary role of the Graduate Assistant for Financial Wellness will be to support the planning and implementation of events and programming that seek to enhance sense of belonging, retention and graduation of students at the UA. The graduate assistant will work closely with the Coordinator of Financial Wellness and campus and community partners to provide resources and support to students.

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 20 hours per week
**DUTIES & RESPONSIBILITIES**

- Plan active wellness focused programming each semester based on student needs, in collaboration with the Coordinator for Financial Wellness
- Create passive wellness focused programming for each semester based on student needs (e.g., bulletin board, informational, crafts related event, etc.)
- Assist in the development and implementation of programming and events on financial wellness topics.
- Assist in the implementation of all programs and workshops
- Provide direct support to students who need guidance regarding their wellness, especially financial wellness
- Assist in the training and supervision of peer educators for financial wellness, so they can provide peer-to-peer financial wellness coaching and plan events and workshops
- Attend all scheduled staff and 1:1 supervisory meetings as designated

**PREFERRED QUALIFICATIONS**

- Experience working with diverse student populations.
- Experience working with first-generation college students in a higher education setting
- Experience with program development in a higher education setting
- Interest in working with students using an equity mindset and asset-based approaches.

**ACADEMIC QUALIFICATIONS**

- Currently enrolled at the University of Arizona as a graduate student (minimum six units)
- Demonstrated knowledge of trends and issues faced by underrepresented college students.

**TRAINING, MEETINGS & RETREATS REQUIREMENTS**

- Attend mandatory paid training sessions and/or retreats the week before the start of the spring semester. Additional training dates may be added, as needed.
- Attend weekly or biweekly small team meetings
- Attend monthly all staff meetings on the third Wednesday of the month from 6:00 pm to 7:30 pm.
- 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:

- 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.