



Thrive Center Bartlett Academic Success
Center
1435 E 4th St.
P.O. Box 210040
Tucson, AZ 85719-0503
520.626.3789

GRADUATE ASSISTANT, FINANCIAL WELLNESS INITIATIVES

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

Compensation: \$16,500

FTE: 0.5 (20 hours per week)

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 a sense of belonging, retention and graduation of students at the UA. The graduate assistant will work closely with the manager of persistence & completion and campus and community partners to provide resources and support to students.

MINIMUM 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

PREFERRED KNOWLEDGE, SKILLS & 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.
- ▶ Effective oral and written communication skills
- ▶ Demonstrated ability to work closely and effectively with multiple departments, organizations, and individuals
- ▶ Demonstrated proficiency with basic computer programs and systems (i.e., Microsoft Word, Excel, PowerPoint, the Internet and e-mail management programs)

DUTIES & RESPONSIBILITIES

- ▶ Plan active wellness focused programming each semester based on student needs, in collaboration with the manager of persistence & completion
- ▶ Create passive wellness focused programming for each semester based on student needs (e.g., bulletin board, informational, crafts related event, etc.)
- ▶ Assist in development and implementation of programming and events about financial wellness.
- ▶ The Financial Wellness GA will serve as the primary contact for Financial Wellness Initiatives
- ▶ Assist in the implementation of all programs and workshops
- ▶ Provide direct support to students who need guidance regarding their 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
- ▶ Employ a student-centered approach to programming and services
- ▶ Collaborate with centers, offices, and departments committed to advancing a mission of serving historically underrepresented students
- ▶ Provide support to all Thrive Center programs, events and initiatives
- ▶ Ability to effectively prioritize and perform duties autonomously
- ▶ Other duties as assigned and required.

ACADEMIC QUALIFICATIONS

- ▶ Be admitted to a graduate degree seeking program. Students enrolled solely in Certificate programs are not eligible for GA appointments. Law, Medicine and Pharmacy (PharmD) students are not eligible for GA positions unless concurrently enrolled in a regular graduate degree-seeking program. Non-degree seeking students are not eligible for GA positions
- ▶ Have a minimum GPA of 3.0. If a student is newly admitted, the admission GPA is considered for this requirement. A student must also maintain a minimum GPA of 3.0 during their appointment.



- ▶ Be enrolled in at least 6 graduate level units. Undergraduate or audited courses do not satisfy this requirement.

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 on August 12, 2021 to August 13, 2021 and August 16, 2021 to August 20, 2021.
- ▶ Attend weekly or biweekly small team meetings
- ▶ Attend monthly all staff meetings
- ▶ Attending all training, staff meetings, and retreats as required; most meetings are 60 minutes.

PROGRAMS & EVENTS EXPECTATIONS

The Thrive Center manages many programs and services, which may or may not correspond with your direct role in the office. One of our expectations of all our team members 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:

- ▶ Hours worked for any program outside of their role in the office will be counted towards the 20 hour per week requirement.
- ▶ 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.

