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: The Thrive Center at the University of Arizona is growing its initiative to support the retention and graduation of first-generation college students. First Cats includes campus wide programming like First-Gen Family Welcome, First Cats Mixer, First Cats Wednesdays, First Cats Convocation, Graduate & Workforce Preparation workshop series, EDL396B Applying to Competitive Graduate Programs, professional development for faculty and staff working with first-generation college students, and peer mentoring for first-generation students during their first and second year of college. Finally, First Cats also runs a visibility campaign to identify first-generation college students as “First Cats” within the UA community and imbue a sense of pride in being the first-generation to attend—and graduate from college.

Job Title: Graduate Assistant, First Cats

FTE: 0.5, for Summer, Fall and Spring Semesters

Job Summary: The primary role of the graduate assistant, First Cats will be to support the planning and implementation of events and programming that seek to enhance sense of belonging, retention and graduation of first-generation college students. The graduate assistant will support outreach and recruitment, lead First Cats Wednesdays programming, and strengthen curriculum for student workshops. The graduate assistant, First Cats will report to the program manager, First Cats.

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**

- Aid in hiring and training paraprofessional student staff.
- Serve as a point of contact for first-generation college students and faculty/staff supporting them.
- Serve as lead for campus outreach and recruitment activities.
- Coordinate First Cats Wednesday events and programs.
- Serve as liaison for recruitment with Arizona Assurance, New Start, and other campus programs.
- Assist in facilitating or executing 3rd year + programs, such as graduate school and workforce preparation sessions.
- Collect and maintain accurate data for First Cats.
- Employ a student-centered approach to programming and services.
- Creatively develop programs, events, services, and experiences that strengthen first-generation college students’ skills and their sense of belonging to the campus community.
- 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
- 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)
- Ability to work evenings and weekends, as needed
- Other duties as assigned and required.

**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.