PEER MENTOR, FIRST CATS
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, peer mentoring sets focus on supporting students transition into and through college with approaches that are centered on students’ journeys, take into consideration intersectionality of students, and are assets based. The program has two components that build and lead towards the programming of First Cats Initiatives. The Freshman mentoring component of First Cats engages first year students in individual meetings and group discussions at a biweekly rate, covering topics that assist in their transition such as: time management, goal setting, networking, communication, problem solving, building their resume, becoming involved on campus, and reflection. This leads to continuous improvement and growth of academic, social and professional skills.

In the freshmen component, peer mentors work with a group of 12-16 first year, first-generation students. The sophomore component engages students in individual meetings and group discussions at a monthly rate covering reflection of their past approaches to goal setting, furthering their knowledge of the difference between graduate school and the workforce, understanding the importance of a resume and building their own, solidifying their major choice and career path, planning ahead for the remainder of their academic responsibilities at the UA, and creating a timeline and goals that guide them to be prepared for graduation and what comes beyond for them in their journeys.

In the sophomore component, peer mentors work with a group of 25-30 second year, first generation students.

Job Title: First Cats Peer Mentor

Hourly Rate: $12.00 per hour

Job Summary: We have multiple peer mentor positions available within First Cats Mentoring Program. Students depending on years at the UA and their experiences will either be focusing on the Freshman or Sophomore component.

Specifically, freshmen component peer mentors meet with their student caseload at a biweekly rate for an individual meeting (Total of 6 for the semester) and facilitate one workshop biweekly (Total of 5-6 for the semester). Sophomore component peer mentors meet with their student caseload at a monthly rate for an individual meeting (Total of 3 for the semester) and facilitate one workshop every month (Total of 3 for the semester).
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

- Meet with a caseload of students in both one-on-one and group settings.
- Develop and facilitate workshops.
- Maintain appropriate documentation of student interactions.
- Assist in planning and coordinating program events.
- Attend weekly staff meetings (TBD) and biweekly one-on-one meetings with direct supervisor
- 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)
- Freshmen component peer mentor: Successful completion of at least one year of college (30 units or sophomore standing)
- Sophomore component peer mentor: Successful completion of at least two years of college (60 units or junior standing)

TRAINING, MEETINGS & RETREATS REQUIREMENTS

- Attend mandatory paid training sessions and/or retreats the week before the start of the spring semester. Overnight retreat will be August 14-15, 2020 and training will be August 17-21, 2020. 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. These dates are 9/16/20, 10/21/20, 11/18/20, 2/17/21, 3/17/21, 4/21/21.
- 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.