

## JOB DESCRIPTION

### THRIVE CENTER

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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

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Program: First Cats Mentoring, Second-Year Component

Program Summary: First Cats supports students from the time they enter the UA through graduation, and any time in between. We are a community of first-generation students and staff that will support students throughout their college journey. First Cats believes in the value of peer mentoring which is why there is specific First Cats Mentoring for first and second year Arizona students.

Job Title: Graduate Assistant for First Cats Mentoring, Second-Year Component

Job Summary: The Graduate Assistant for First Cats Mentoring would assist in the overseeing of the second-year component. This component focuses on peer mentoring second-year students through monthly individual meetings and monthly interactive workshops focused on the solidification of college majors, exploring career paths, understanding the difference between graduate school and workforce, building a resume and making a detailed plan for students remainder of their academic journey at Arizona.

### PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

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- ▶ 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

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- ▶ Promote the Values of the Thrive Center when working with first-generation and underrepresented students.
- ▶ Meet biweekly with second-year student staff for individual meetings.
- ▶ Hold biweekly staff meetings with second-year student staff for professional development and program/event updates.
- ▶ Facilitate development of monthly second-year workshops based on theories of strengths-based, identity, intersectionality and being student focused.
- ▶ Meet biweekly with Thrive Mentoring Team to discuss program development.
- ▶ Promote the development of First Cats second-year component.
- ▶ Work with other Mentoring team and coordinators in the Thrive Center.
- ▶ Utilize and support documentation of students' activities in the program.

## ACADEMIC QUALIFICATIONS

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- ▶ Currently enrolled at the University of Arizona as a graduate student (minimum six units per semester)
- ▶ Demonstrated knowledge of trends and issues faced by underrepresented college students.
- ▶ Demonstrated ability to relate to students from diverse backgrounds.
- ▶ Ability to give and receive constructive feedback.

## TRAINING, MEETINGS & RETREATS REQUIREMENTS

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- ▶ Attend mandatory paid training sessions and/or retreats the week before the start of the fall and spring semester. Additional training dates may be added, as needed.
- ▶ Attend weekly or biweekly small team meetings with Mentoring Team.
- ▶ Attend biweekly individual meetings with supervisor.
- ▶ Attend monthly all staff meetings on the third Wednesday of the month from 6:00 pm to 7:30 pm (Dates to be determined by Thrive Center leadership)
- ▶ **Attending all training, staff meetings, and retreats as required; most meetings are 60 minutes.**

## PROGRAMS & EVENTS EXPECTATIONS

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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.

