PEER MENTOR, NEW START
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: New Start Summer Program

Program Summary: The New Start Summer Program is an intensive six-week experience for incoming UA students. New Start participants will earn 6-7 credit hours while also engaging in several social and service opportunities. The expected enrollment for the 2020 New Start Summer Program is 425 participants.

Job Title: New Start Peer Mentor

Hourly Rate: $12.00 per hour

Job Summary: Peer Mentors independently facilitate the discussion sections of EDL 297A: Topics in Leadership for a group of approximately 20 students focusing on topics such as time management, stress management, and communication skills. In addition to their daily EDL 297A discussion, Peer Mentors also hold 1:1 appointment with their assigned students, serve on program-wide event planning committees, and grade assignments.

Typical Day for Peer Mentors:

9:00-10:00am: Class prep time
10:00-10:45am: PA staff meeting
11:00am-12:15pm (Mondays-Thursdays): EDL discussion section
10:00am - 12:15pm (Fridays Only): EDL lecture
2:00pm (Fridays only): All-staff meeting
Committee work & one-on-one meetings (as scheduled)

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 30 hours per week

DUTIES & RESPONSIBILITIES

• Attend daily staff meetings
• Conduct individual 1:1 meeting with New Start students
• Facilitate the discussion sections of EDL 297A four days per week (M-Th)
• Input grades and attendance for EDL 297A in a timely manner
• Create a welcoming environment for students from different backgrounds
• Participate in one of the four New Start committees
• Serve as a resource for incoming students
• Conduct at least one social for your class as well as attend one hall program
• Participate in evaluations, once in the middle of the program and once again towards the end
• 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)
• Successful completion of at least one year of college (30 units or sophomore standing)

TRAINING, MEETINGS & RETREATS REQUIREMENTS

• The Peer Mentor must be available for the following dates:
  Program Dates: Saturday, June 13 – Friday, July 24
  Thursday, May 28 - Friday, May 29: Staff Retreat (overnight)
  Monday, June 1 – Thursday, June 11: Staff Training
  Saturday, June 13: Residence Hall Move-In
  Sunday, June 14: Family and Advocate Orientation & Student Welcome
  Friday, July 24: New Start Awards
• Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.