PEER MENTOR, NEW START
JOB DESCRIPTION

THRUVE 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 2021 New Start Summer Program is between 200-300 participants. New Start 2021 will take place in a remote learning environment.

Job Title: New Start Peer Mentor

Hourly Rate: $12.00 per hour

Job Summary: Peer Mentors independently facilitate the discussion sections of HED 297A: Topics in Leadership for a group of approximately 15-20 students focusing on topics such as time management, stress management, and communication skills. In addition to their daily HED 297A discussion, Peer Mentors also hold 1:1 appointment with their assigned students, serve on program-wide event planning committees, and grade assignments. Please note that this is a remote work-from-home position.

Typical Day for Peer Mentors:
9:00-10:00am: Class prep time
10:00-10:45am: PM staff meeting
11:00am-12:15pm (Mondays-Thursdays): HED discussion section
10:00am - 12:15pm (Fridays Only): HED 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)
Demonstrate familiarity with Zoom technology or willingness to learn
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 HED 297A four days per week via Zoom (M-Th)
Input grades and attendance for HED 297A in a timely manner
Create a welcoming environment for students from different backgrounds
Participate in one of the New Start committees
Serve as a resource for incoming students
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 12 – Friday, July 23
Thursday, May 28 - Friday, May 29: Tentative Staff Retreat (remote)
Monday, June 1 – Thursday, June 11: Staff Training
Sunday, June 13: New Start Welcome Webinar
Friday, July 24: New Start Awards
Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.