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 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: $13.00 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 11 – Friday, July 22
  - Thursday, May 26 - Friday, May 27: Tentative Staff Retreat
  - Tuesday, May 31 – Friday, June 10: Staff Training
  - Sunday, June 12: New Start Welcome
  - Friday, July 22: New Start Awards
- **Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.**