TUTOR, 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 Tutor

Hourly Rate: $12.00 per hour

Job Summary: Tutors play an essential role in promoting positive perceptions of tutoring among program participants through active partnerships with course instructors in the classroom, development and facilitation of topical workshops, facilitating study groups and staffing the New Start tutoring center offered through THINK TANK. Tutors also serve on a New Start committee. Please note that this is a remote work-from-home position for 2021. Duties will take place largely through Zoom and Microsoft Teams.

Typical Day for Tutors:

8:30-10:30am: Attend portion of course
11:00am-12:00pm (Tuesdays only, subject to change): Instructional team meeting
1:00-5:00pm: Tutoring via Zoom/Teams (Monday-Thursday as scheduled)
3:00-7:00pm (Sundays Only): Tutoring via Zoom/Teams (as scheduled)
1:00pm (Fridays only): Tutor staff meeting
2:00pm (Fridays only): All-staff meeting

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 portion of assigned course (Math, English or Anthropology)
- Attend weekly instructional meetings
- Hold drop in tutoring hours Monday – Thursday with rotating Sunday
- Attend weekly tutor staff meeting - TBD
- Attend weekly all staff meetings – Friday afternoons
- Participate in one of the New Start committees
- Promote positive perceptions of tutoring among program participants
- Develop an active partnership with assigned course instructor(s)
- Develop and facilitate topical workshops for program participants
- Facilitate study groups
- Staff the New Start tutoring center offered through THINK TANK
- 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**

- Tutors must be available for the following dates:
  - Program Dates: Saturday, June 12 – Friday, July 23
  - Thursday, May 28 - Friday, May 39: Tentative Staff Retreat (remote)
  - Monday, June 1 – Thursday, June 11: Staff Training
  - Sunday, June 13: New Start Welcome Webinar
  - Friday, July 23: New Start Awards and Resident Move Out
- **Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.**