

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: Arizona Assurance

Program Summary: The Arizona Assurance (AZA) program works to increase the number of low-income, Arizona residents attending and graduating from the University of Arizona. AZA provides both financial aid and support services; both work together to retain and graduate students. This is achieved through first-year transition programming, mentoring, leadership building, career development, graduate/professional school preparation, and preparing for life after college.

Job Title: Arizona Assurance Peer Mentors

Hourly Rate: \$11.00 per hour

Job Summary: The Arizona Assurance Peer Mentors will provide mentorship to first year Arizona Assurance Scholars. Peer Mentors will meet with first year AZA scholars in one-on-one and group settings to assist navigating the university and their pathway. They will also facilitate workshops on a number of topics relating to the first year transition. Peer Mentors will work with scholars on successfully navigating their first year of college, UA resources, financial planning, goal setting and finding their place on

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 15 hours per week

DUTIES & RESPONSIBILITIES

- ▶ Knowledgeable about AZA program, participant expectations, and requirements that impact students AZA renewal
- ▶ Meet with a caseload of students in both one-on-one and group settings
- ▶ Assist in creating workshop curriculum and facilitating workshops
- ▶ Maintain appropriate documentation of student interactions
- ▶ Plan and coordinate programs and events
- ▶ 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

- ▶ Attend paid training sessions the week before the start of the fall and spring semester. Additional training dates may be added, as needed. (*August 19-23, 2019; January 13-14, 2020*)
- ▶ Attend weekly or biweekly small team meetings
- ▶ Attend monthly all staff meetings
- ▶ Attend mandatory retreats in August and January (*August 16 & 17, 2019; January 13-14, 2019*)
- ▶ **Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.**

PROGRAMS & EVENTS EXPECTATIONS

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:

- ▶ Student staff will be paid for any program they work outside of their role in the office.
- ▶ Students are expected to work at least 12 hours per week but cannot exceed 25 hours per week.
- ▶ 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.

