

## JOB DESCRIPTION

### THRIVE CENTER

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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

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**Program:** First Cats

**Program Summary:** The Freshman component of First Cats engages first year students in individual meetings and group discussions at a biweekly rate, covering topics that assist in their transition such as: time management, goal setting, networking, communication, problem solving, building their resume, becoming involved on campus, and reflection. This leads to continuous improvement and growth of academic, social and professional skills.

In the freshmen component, peer mentors work with a group of 12-16 first year, first-generation students.

The sophomore component engages students in individual meetings and group discussions at a monthly rate covering reflection of their past approaches to goal setting, furthering their knowledge of the difference between graduate school and the workforce, understanding the importance of a resume and building their own, solidifying their major choice and career path, planning ahead for the remainder of their academic responsibilities at the UA, and creating a timeline and goals that guide them to be prepared for graduation and what comes beyond for them in their journeys.

In the sophomore component, peer mentors work with a group of 25-30 second year, first generation students.

**Job Title:** First Cats Community Coordinator

**Hourly Rate:** \$11.00 per hour

**Job Summary:** We have multiple peer mentor positions available within First Cats Mentoring Program. Students depending on years at the UA and their experiences will either be focusing on the Freshman or Sophomore component. Specifically, Freshmen component peer mentors will need to have completed a minimum of two semesters at the UA to work for the 2019-2020 academic year. Sophomore component peer mentors will need to have completed a minimum of four semesters at the UA to work for the 2019-2020 academic year.

Freshmen component peer mentors meet with their student caseload at a biweekly rate for an individual meeting (Total of 6 for the semester) and facilitate one workshop biweekly (Total of 5-6 for the semester).

Sophomore component peer mentors meet with their student caseload at a monthly rate for an individual meeting (Total of 3 for the semester) and facilitate one workshop every month (Total of 3 for the semester).

### PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

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- ▶ 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

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- ▶ Meet with a caseload of students in both one-on-one and group settings.
- ▶ Develop and facilitate workshops.
- ▶ Maintain appropriate documentation of student interactions.
- ▶ Assist in planning and coordinating program events.
- ▶ Attend weekly staff meetings (TBD) and biweekly one-on-one meetings with direct supervisor
- ▶ Other duties as assigned

### ACADEMIC QUALIFICATIONS

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- ▶ 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

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- ▶ 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

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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.

