

## 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:** Pathways to Academic Student Success (PASS)

**Program Summary:** The Pathways to Academic Student Success (PASS) program provides students in need of academic assistance with peer advising, workshops, individualized academic plans, and continuous support to improve students' persistence towards graduation.

**Job Title:** PASS Peer Mentor

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

**Job Summary:** Peer Mentors meet with students to help them develop individual plans to address barriers and challenges, and to achieve their goals. Peer mentors help students assess their academic standing and calculate their grades. They also lead a 6-week series of workshops on topics including goal setting & motivation, time & stress management, learning styles, study skills & test preparation, communicating with instructors, and communicating with advisors.

### 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 roster of 18-probation students on a bi-weekly basis and work with them to develop individual plans for academic recovery
- ▶ Assist with student Recruitment/Orientation/Intake at the start of the semester
- ▶ Maintain and enter participation scores in D2L for students on your roster
- ▶ Assist with program improvements as assigned
- ▶ Maintain documentation of all meetings
- ▶ 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.

