PEER MENTOR, FIRST CATS MENTORING – FIRST YEAR
JOB DESCRIPTION

THRISE 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: First Cats Mentoring- First Year Mentor
Program Summary: Mentoring program out of Thrive Center at the University of Arizona which focuses on supporting first-generation scholars through their transition into and through college.
Job Title: Peer Mentor, First Cats Mentoring -First Year
Hourly Rate: $13.00 per hour
Job Summary: First Year component mentors with First Cats Mentoring specifically focuses on mentoring first year students who identify as first-generation. Mentors provide biweekly individual one on ones (both semesters) and lead a class (fall semester) and workshop (spring semester) component throughout the academic year.

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 up to 12 hours per week

DUTIES & RESPONSIBILITIES
- Conduct individual biweekly/monthly 1:1 meetings with First Cats Mentoring-First Year students; up to 30 students in each peer mentor caseload (fall and spring semesters)
Facilitate the discussion sections of HED 197A one day per week via Zoom or in-person (fall semester only)
Input grades and attendance for HED 197A section in D2L on a timely manner (fall semester only)
Work closely and collaboratively with the First Cats Mentoring program coordinator and peer mentor colleagues to assist with developing and facilitating workshops for the First Cats Mentoring-First Year program (spring semester only)
Participate in bi-weekly student staff meetings and one-on-one meetings with staff (fall and spring semesters)
Maintain appropriate documentation of student interactions (fall and spring semesters)
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 mandatory paid training sessions and/or retreats the week before the start of the fall semester. Mandatory training will occur August 15, 2022 to August 19, 2022, with possible training happening between August 8, 2022 and August 12, 2022 as needed. Your supervisor will communicate with you if the earlier dates are needed.
Attend weekly or biweekly small team meetings
Attend monthly all staff meetings
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.