

GRADUATE ASSISTANT, PEER MENTORING PROGRAMS

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: Mentoring Programs

Program Summary: Peer mentoring is at the center of the work we do in the Thrive Center. Mentoring is a great way to connect with other students, learn tips and tricks from others who have been in your shoes, build community with other students, and find your place at the University of Arizona. This role will be primarily supporting the Thrive Guides peer mentoring program. Thrive Guides are undergraduate students who are highly motivated and passionate about helping their peers navigate and excel at the University of Arizona.

Job Title: Graduate Assistant, Peer Mentoring Programs

Compensation: \$16,500

FTE: 0.5 (20 hours per week)

The primary role of the graduate assistant for Peer Mentoring Programs will be to support the coordination of the Thrive Guides peer mentoring program and collaborations within and outside of the Thrive Center. This graduate assistant will support outreach, community and relationship building efforts, and program engagement opportunities, Thrive Guides peer mentoring participants and student staff. The graduate assistant will report to the senior coordinator for mentoring programs.

MINIMUM QUALIFICATIONS

- ▶ At least one year of prior experience working with students in an educational setting.
- ▶ Demonstrated understanding of challenges face by underserved or underrepresented students in higher education
- ▶ Demonstrated ability to plan and achieve short and long-term goals driven by the mission and goals of the department.
- ▶ Ability to effectively prioritize and perform duties autonomously and establish partnerships and collaborations.
- ▶ Effective oral and written communication skills.
- ▶ Demonstrated proficiency with Microsoft Office.
- ▶ Ability to work some evenings and weekends

PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

- ▶ Prior experience working directly with marginalized or underserved students in a structured setting.
- ▶ Understanding of research, theories, and high impact practices that support underserved or underrepresented students in higher education.
- ▶ Experience working with a diverse group of students.
- ▶ Use of growth mindset, equity mindset, and assets-based approach.
- ▶ Experience with program development.

DUTIES & RESPONSIBILITIES

- ▶ Support the supervision and training of the Thrive Guides peer mentoring team
- ▶ Coordinate outreach and support initiatives with the Thrive Guides student coordinator
- ▶ Manage the development of virtual and in-person community building social events with the support of Mentoring Programs student coordinators
- ▶ Support the coordination of academic college partnerships with the senior coordinator
- ▶ Collaborate with full-time and graduate professional staff from the Thrive Center to develop programs, workshops, and initiatives related to providing direct student support
- ▶ Participate in the Mentoring Programs leadership team with the senior coordinator and Mentoring Programs student coordinators
- ▶ Employ a student-centered and asset-based approach and a growth mindset to the development of all programming and services.
- ▶ Be an active and involved Thrive Center team member by attending staff meetings, events, and working to advance the mission of Thrive Center.
- ▶ Other duties as assigned.

ACADEMIC QUALIFICATIONS

- ▶ Be admitted to a graduate degree seeking program. Students enrolled solely in Certificate programs are not eligible for GA appointments. Law, Medicine and Pharmacy (PharmD) students are not eligible for GA positions unless concurrently enrolled in a regular graduate degree-seeking program. Non-degree seeking students are not eligible for GA positions
- ▶ Have a minimum GPA of 3.0. If a student is newly admitted, the admission GPA is considered for this requirement. A student must also maintain a minimum GPA of 3.0 during their appointment.
- ▶ Be enrolled in at least 6 graduate level units. Undergraduate or audited courses do not satisfy this requirement.

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 on August 12, 2021 to August 13, 2021 and August 16, 2021 to August 20, 2021.
- ▶ 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 manages 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:

- ▶ Hours worked for any program outside of their role in the office will be counted towards 20 hour per week requirement.
- ▶ 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.

