

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: New Start Summer Program

Program Summary: The New Start Summer Program is an intensive six-week experience for incoming UA students. New Start participants will earn 6-7 credit hours while also engaging in several social and service opportunities. The expected enrollment for the 2019 New Start Summer Program is 300-350 participants.

Job Title: New Start Resident Assistant

Hourly Rate: \$11.00 per hour

Job Summary: Resident Assistants live on-campus in a university residence hall, helping ensure safety and providing social and educational programming for program participants. Resident Assistants are responsible for planning wing and hall programs, performing duty rounds, serving as a resource for the students in their wing, and managing the health and safety concerns for on-campus students. In addition to their role within the residence hall, Resident Assistants also serve on program-wide event planning committees.

Typical Day for Resident Assistants:

TBD: RA Staff Meeting

Afternoon: Hall duties as assigned

Evening: Wing programs and meetings (as scheduled)

Evening: When on duty, rounds at 7:00pm, 10:00pm and 12:00am (and 2:00am on weekends)

4:30-6:00 Tuesdays & Thursday: Hall programs

2:00pm (Fridays only): All-staff meeting

5:00pm (Saturdays only): Family Dinners (rotational attendance)

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 30 hours per week

DUTIES & RESPONSIBILITIES

- ▶ Assist the Associate Director, Program Coordinator and the Residence Hall Student Coordinator of New Start in the supervision of residents
- ▶ Participate in New Start and Residence Life Training
- ▶ Serve in an on-call rotation to ensure the health and safety of students living in the residence hall
- ▶ Live in the residence hall for the entirety of New Start, including training, opening, and closing
- ▶ Be in the hall while on duty 7:00 pm – 10:00 am
- ▶ Enforce the rules of the New Start Summer Program and Residence Life
- ▶ Work to efficiently handle all crisis and risk-management situations
- ▶ Maintain accurate and complete records for the residence hall component
- ▶ Assist in the planning, coordination, implementation and evaluation of hall programs, wing programs, and wing meetings
- ▶ Participate in one of the four New Start committees
- ▶ Conduct 1:1s meetings with each resident in your assigned wing
- ▶ Work with Peer Advisors and Tutors to create support for New Start students
- ▶ 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

- ▶ The Residence Assistant must be available for the following dates:
- ▶ Program Dates: Saturday, June 15 – Friday, July 26
- ▶ Wednesday, May 29: Resident Move In
- ▶ Thursday, May 30 - Friday, May 31: Staff Retreat (overnight)
- ▶ Monday, June 3 – Thursday, June 13: Staff Training
- ▶ Saturday, June 15: Residence Hall Move-In
- ▶ Sunday, June 16: Family and Advocate Orientation & Student Welcome
- ▶ Friday, July 26: New Start Awards and Resident Move Out
- ▶ Saturday, July 27th: Resident Assistant Move out



- ▶ **Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.**

ENGAGED LEARNING INITIATIVE

In addition to being compensated, Peer mentors can pursue an Engaged Learning notation on their official UA transcript as a part of their role. Peer mentors may earn the Professionalism competency indicator by satisfactorily completing weekly reflections throughout the summer portion of employment as well as a final reflection paper.

