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: Thrive Guides
Program Summary: Thrive Guides are undergraduate students who are highly motivated and passionate about helping their peers navigate and excel at the University of Arizona. They meet one-on-one with students from across campus to discuss their goals, connect them to campus resources, and suggest strategies for success. Thrive Guides also facilitate workshops open to all students on a variety of topics relating to academic skills, career and post-grad prep, wellness, and life skills.

Job Title: Thrive Guides Graduate Assistant
FTE: 0.5, for Fall and Spring semesters
Job Summary: The Graduate Assistant for Thrive Guides would assist in the overseeing of the Thrive Guides mentoring program. This component focuses on peer mentoring undergraduate students and interactive workshops focused on the solidification of college majors, exploring career paths, understanding the difference between graduate school and workforce, building a resume and making a detailed plan for student’s remainder of their academic journey at the UA.

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
- Have baseline knowledge of the Thrive Center, including programs, events and/or services
- Have baseline knowledge of campus resources, including programs, events and/or services
- Demonstrate excellent organizational skills
- Demonstrate excellent written and oral communication skills
- Exhibit proficiency in Microsoft Office suite (Word, Publisher, PowerPoint, Excel, Outlook)
- Desire to work with diverse communities, including a commitment to cultural competence (in self and others)
- Available to work 20 hours per week
DUTIES & RESPONSIBILITIES

- Co-supervise a student staff team of peer mentors including supporting their training, professional development, evaluations, and day to day work.
- Work as part of the Thrive Guides Leadership team with the Program Coordinator and Student Coordinators to manage the administrative needs of the program and to develop and improve the program based on feedback and assessment data.
- Work with student staff to develop engaging, student centered workshop agendas and materials, attend workshops, and support curriculum development for Thrive Guides.
- Support the Peer Mentoring team with large scale events for Thrive Guides, Cultural Learning Communities, and First Cats.
- Support development of community building online and in person via multiple platforms (may have some nights and/or weekend events).
- Other duties as assigned.

ACADEMIC QUALIFICATIONS

- Currently enrolled at the University of Arizona as a graduate student (minimum six units).
- Demonstrated knowledge of trends and issues faced by underrepresented college students.

TRAINING, MEETINGS & RETREATS REQUIREMENTS

- Attend mandatory paid training sessions and/or retreats the week before the start of the spring semester. Additional training dates may be added, as needed.
- Attend weekly Thrive Guides leadership team meetings and the Thrive Guides staff meeting (Wed 8am).
- Attend monthly all staff meetings on the third Wednesday of the month from 6:00 pm to 7:30 pm.
- 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:

- 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.