PEER MENTOR, THRIVE GUIDES
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 provide peer mentoring for students at all stages of their college career, deliver in-person workshops on topics ranging from academic and post-grad skills to life skills, and help students connect with resources and find their community within the University of Arizona. Peer mentors may meet with students on the student’s schedule (biweekly, monthly, once a semester).

Job Title: Thrive Guides Peer Mentor
Hourly Rate: $12.00 per hour

Job Summary: Peer mentors meet with students individually to help them develop personalized plans to address barriers and challenges and to achieve their goals. Peer mentors will plan and facilitate workshops on a variety of topics ranging from academic and post-grad skills to life skills for both live and asynchronous access and support sessions facilitated by campus partners. Additional duties include planning and facilitating community building initiatives such as a social activities and drop-in or on-call mentoring. Team members also contribute to a weekly community newsletter.

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 academic, social, and wellness related Campus Resources
- 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 a minimum of 15 hours per week on a consistent schedule.
DUTIES & RESPONSIBILITIES

- Meet with a roster of 16 to 30 students (subject to hours worked) on a bi-weekly basis
- Plan and facilitate student-centered workshops for live and asynchronous access
- Maintain documentation of all meetings and attendance records
- Facilitate and support community building initiatives such as a newsletter, social events, and drop-in and on-call mentoring.
- Assist with calling campaigns as needed
- Assist with events or tasks for other Thrive Center programs, subject to hours worked
- 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 16, 2021 to August 20, 2021, with possible training happening between August 9, 2021 and August 13, 2021 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.