

## JOB DESCRIPTION

### THRIVE CENTER

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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

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**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 Tutor

**Hourly Rate:** \$11.00 per hour

**Job Summary:** Tutors play an essential role in promoting positive perceptions of tutoring among program participants through active partnerships with course instructors in the classroom, development and facilitation of topical workshops, facilitating study groups and staffing the New Start tutoring center offered through THINK TANK. Tutors also serve on one of four different New Start committees.

**Typical Day for Tutors:**

8:30-10:30am: Attend portion of course

11:00am-12:00pm (Tuesdays only, subject to change): Instructional team meeting

1:00-5:00pm: Tutoring in Think Tank (Monday-Thursday as scheduled)

3:00-7:00pm (Sundays Only): Tutoring in Rec Center (as scheduled)

1:00pm (Fridays only): Tutor staff meeting

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

### PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

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- ▶ 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

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- ▶ Attend portion of assigned course (Math, English or Anthropology)
- ▶ Attend weekly instructional meetings
- ▶ Hold drop in tutoring hours Monday – Thursday with rotating Sunday
- ▶ Attend weekly tutor staff meeting - TBD
- ▶ Attend weekly all staff meetings – Friday afternoons
- ▶ Participate in one of the four New Start committees
- ▶ Promote positive perceptions of tutoring among program participants
- ▶ Develop an active partnership with assigned course instructor(s)
- ▶ Develop and facilitate topical workshops for program participants
- ▶ Facilitate study groups
- ▶ Staff the New Start tutoring center offered through THINK TANK
- ▶ Other duties as assigned

### ACADEMIC QUALIFICATIONS

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- ▶ 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

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- ▶ Tutors must be available for the following dates:
- ▶ Program Dates: Saturday, June 15 – Friday, July 26
- ▶ 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
- ▶ **Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.**

### ENGAGED LEARNING INITIATIVE

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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.

