

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: Financial Wellness Initiatives

Program Summary: At Thrive Center, we employ a holistic approach to students' needs. We recognize that each student brings with them a variety of identities and lived experiences and wellness is a dynamic process of change and growth. Understanding that finances have a considerable impact on students' physical and emotional wellbeing, Thrive Center is working to build a robust initiative that will equip students with the knowledge and tools they need to confidently manage their finances during college and beyond. The Financial Wellness Program is a new program that launched in fall 2019.

Job Title: Financial Wellness Peer Educator

Hourly Rate: \$12.00 per hour

Job Summary: Financial wellness peer educators will deliver workshops, meet with students to provide individualized financial wellness coaching, and help design financial wellness programming.

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 15 hours per week

DUTIES & RESPONSIBILITIES

- ▶ Provide individualized financial wellness coaching to UA students.
- ▶ Teach others about understanding and managing their financial responsibilities.
- ▶ Facilitate workshops and presentations centered on financial wellness strategies and best practices.
- ▶ Knowledgeable about UA campus and Tucson community resources and support and refer students who may benefit from these resources.
- ▶ 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 spring semester. (*January 9-10 and 13-14, 2020*). Additional training dates may be added, as needed.
- ▶ Attend weekly or biweekly small team meetings
- ▶ 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:

- ▶ 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.

