

## 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:** Fostering Success

**Program Summary:** Fostering Success is a program focused on persistence, wellbeing, and building a supportive community for University of Arizona students that have experienced the foster care system, or are considered unaccompanied youth (up to the age of 24), or are housing insecure. This program primarily connects with student through one on one peer mentoring and program/community events. **Job Title:** Financial Wellness Peer Educator

**Job Title:** Fostering Success Peer Mentor

**Hourly Rate:** \$12.00 per hour

**Job Summary:** Fostering Success peer mentors connect with students that have enrolled in the program that have identified a desire or need to connect with others that have gone through similar life experiences and develop a community on campus. Peer Mentors meet one on one with each of their respective students regularly to discuss basics needs and resources, academic concerns and successes, systems involved questions and concerns, and much more. Peer Mentors also take on roles within the program to assist the Program Coordinator with program priorities such as event planning, outreach, long-term program development, fundraising, and inventory management. Thrive Center operates as an interconnected family of programs and Fostering Success Peer Mentors are expected to also provide support and assistance for events hosted by other Thrive Center teams as needed.

### PREFERRED KNOWLEDGE, SKILLS & QUALIFICATIONS

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- ▶ **Required:** Currently an active participant in the Fostering Success program
- ▶ 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

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- ▶ Communicate regularly with students both in person and through email or Microsoft Teams
- ▶ Facilitate program wide events to develop community within our student population
- ▶ Actively participate in outreach events on and off campus
- ▶ Assist in the development of programmatic best practices and demonstrate an ongoing commitment to program improvement, growth, and impact
- ▶ Keep thorough and timely records of student contact
- ▶ Participate in team meetings, professional development, and events
- ▶ 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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- ▶ 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

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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.

