

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 find their community within the University of Arizona. Peer mentors may meet with students on the student's schedule (biweekly, monthly, once a semester) and multiple workshops are offered each week for the benefit of all students on campus.

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. Additional duties may include supporting community building initiatives such as a newsletter, events, or online discussion forum moderation.

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 with a partner up to four student-centered workshops
- ▶ Maintain documentation of all meetings and attendance records
- ▶ Assist with supporting community building initiatives such as a newsletter, events, or online discussion forum moderation
- ▶ Assist with calling campaigns as needed
- ▶ 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 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 team meetings on Wednesdays at 8:00-8:50 am.
- ▶ Attend monthly all staff meetings Third Wednesday of the month from 6:00-7:30 pm. (There is no team meeting on these days)
- ▶ **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 10 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.

