

# JOB DESCRIPTION

## New Start Graduate Student Coordinator

### 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

Program Summary: New Start is a 6-week summer bridge program designed to help first-year freshman succeed in the transition from high school to university life. New Start primarily serves first generation, low-income, and students of color from Arizona. For over 50 years, the New Start Summer Program has been offering new Wildcats the opportunity to get a head start on their college degree while getting to know the UA campus and meeting new people. That's over 14,000 students! By participating in New Start, students will:

- Earn 6-7 units of academic credit
- Get connected with returning Wildcats who not long ago were in your shoes
- Meet hundreds of other new UA students

Job Title: New Start Graduate Student Coordinator

Hours: Fall & Spring- 20 hours a week. Summer- 35 hours a week

Pay: \$17.50 an hour. Housing in the residence hall is included for the duration of the summer program

Job Summary: The primary role of the Graduate Student Coordinator will assist in recruitment, social media, hiring and training student staff, collaborating with campus partners, and other administrative tasks. The GSC will also serve as the Graduate Community Director during the summer and supervise the Resident Assistants.

## 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 20 hours per week during the academic year & 35 hours during the summer

## DUTIES & RESPONSIBILITIES

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- Attend all scheduled staff and 1:1 supervisory meetings as designated
- Ability to effectively prioritize and perform duties autonomously
- Effective oral and written communication skills
- Demonstrated ability to work closely and effectively with multiple departments, organizations, and individuals
- Demonstrated proficiency with basic computer programs and systems (i.e., Microsoft Word, Excel, PowerPoint, the Internet and e-mail management programs)
- Act as a contact for the New Start email account; respond to communications within two business days
- Maintain the New Start social media accounts and post weekly content on Facebook and Instagram
- Attend any virtual recruitment events according to availability, including high school visits or events planned by the Office of Admissions
- Work with Program Coordinator to brainstorm and implement recruitment ideas for New Start
- Maintain regular communication with admitted New Start students to maximize yield and build rapport with families via email and phone calls
- Generating applicant lists from Slate
- Assist in interviewing, hiring, and training New Start student staff
- Assist in the planning, coordination, implementation and evaluation of New Start
- Enforce the rules of the New Start Summer Program and handle student and staff discipline issues
- During the summer, be the live-in Graduate Community Director and oversee the Resident Assistants and New Start students who live on-campus.



- Ability to efficiently handle crisis and risk-management situations
- Supervise and evaluate resident assistants, including mid- and end-of-program performance reviews as well as create and manage all staff meetings
- Enforce Housing and Residential Life (HRL) community standards, including attending New Start student conduct cases with the HRL Community Director, as they arise.
- Manage and review all programming including Su Casa program agendas
- Acquire a working knowledge of New Start Financial Aid procedures and assist students on a case-by-case basis.
- Develop quarterly New Start Friends and Alumni Newsletter
- Other duties as assigned and required.

### **PREFERRED QUALIFICATIONS**

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- Experience working with diverse student populations.
- Experience working with first-generation college students in a higher education setting
- Experience with program development in a higher education setting
- Experience working in Housing and Residential Life
- Interest in working with students using an equity mindset and asset-based approaches.

### **ACADEMIC QUALIFICATIONS**

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- Currently enrolled at the University of Arizona as a graduate student (minimum six units) and planning to enroll for fall 2021
- Demonstrated knowledge of trends and issues faced by underrepresented college students.

### **TRAINING, MEETINGS & RETREATS REQUIREMENTS**

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- Attend mandatory paid training sessions and/or retreats
- Additional training dates may be added, as needed.
- Attend weekly or biweekly small team meetings
- 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:

- 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.

