

PEER MENTOR, NEW START

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: 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 2023 New Start Summer Program is between 200-300 participants.

Job Title: New Start Peer Mentor

Hourly Rate/FTE: \$14.75 per hour for approximately 30 hours per week (.75FTE)

Job Summary: Peer Mentors independently facilitate the discussion sections of HED 297A: Topics in Leadership for a group of approximately 15-20 students focusing on topics such as time management, stress management, and communication skills. In addition to their daily HED 297A discussion, Peer Mentors also hold 1:1 appointments with their assigned students, serve on program-wide event planning committees, and grade assignments.

Typical Day for Peer Mentors:

9:00-10:00am: Class prep time

10:00-10:45am: PM staff meeting

11:00am-12:15pm (Mondays-Thursdays): HED discussion section

10:00am - 12:15pm (Fridays Only): HED lecture

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

Committee work & one-on-one meetings (as scheduled)

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)
- ▶ Demonstrate familiarity with Zoom technology or willingness to learn
- ▶ 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

- ▶ Attend daily staff meetings
- ▶ Conduct individual 1:1 meeting with New Start students
- ▶ Facilitate the discussion sections of HED 297A four days per week via Zoom (M-Th)
- ▶ Input grades and attendance for HED 297A in a timely manner
- ▶ Create a welcoming environment for students from different backgrounds
- ▶ Participate in one of the New Start committees
- ▶ Serve as a resource for incoming students
- ▶ Participate in evaluations, once in the middle of the program and once again towards the end
- ▶ 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

- ▶ The Peer Mentor **must** be available for the following dates:
- ▶ Program Dates: Saturday, June 10 – Friday, July 21
- ▶ Tuesday, May 30 – Friday, June 9: Staff Training
- ▶ Sunday, June 11: New Start Welcome
- ▶ Friday, July 22: New Start Awards
- ▶ **Attending all training, staff meetings, and retreats is required; most meetings are 60 minutes.**

