

Tippie Thrive

Advocates Job Description

Description:

Tippie Thrive Advocates (TTA) are the governing body of the Tippie Thrive program at the Tippie College of Business. The Advocates use a shared leadership and committee structure to carry out goals related to awareness, prevention, advocacy, and education of emotional and mental health. Student advocates are paid a stipend (\$500/semester) to compensate for attending regular board meetings, planning & being present during official events held by or promoting Tippie Thrive.

Job Duties & Performance Expectations:

- Work collaboratively and maintain effective communication with the Tippie Thrive program directors.
- Support the Tippie Thrive mission and help achieve program goals. Serve an active role on committees to carry out programming based on needs.
- Work with Tippie Thrive Directors other Advocates to develop and deliver programming (i.e. come & go events, prevention trainings, workshops, student organization events, class visits, social media, etc.).
- Provide safe and confidential space for other members and peers to interact and communicate.
- Utilize active listening and other skills learned in trainings to support other members and peers to have a positive experience.
- Attend and contribute to TTA meetings and committee meetings.
- Be on time and prepared for all meetings and events.
- Attend required training courses on suicide prevention and how to support students.
- Provide input and direction on the structure of Tippie Thrive.
- Maintain liaison responsibilities to assigned student organizations/groups.
- Serve on 1-2 ongoing committees for TTA
- Serve on selected programming committees throughout tenure as an Advocate.
- Work on average 2 hours/week (i.e. TTA meetings, committee meetings, planning, operating events, etc.).
- Attend Tippie Thrive sponsored events as you are scheduled.
- Plan and facilitate events: generate and develop ideas, plan, schedule, create materials, promote, and deliver (talk with participants, answer questions, distribute materials).
- Use the purchasing card (P-card) responsibly.

Knowledge, Skills, Abilities, & Other Characteristics (KSAOs):

- Enrolled in Tippie College of Business at the University of Iowa
- In good academic standing regarding Tippie academic policies and procedures
- Belief in emotional and mental health as critical components to student success and future careers
- Ability to maintain confidential information obtained from other members and students
- Awareness and interest in common mental health issues that students experience
- Communication Skills: active listening, engaging in groups and at events, empathetic responses professional written communication, adherence to Iowa branding and quality of materials
- Work Management Skills: time management, decision making, organization, initiative
- Teamwork Skills: collaboration, contribution of ideas, conscientiousness