Position Title: PASS Leader

School/Section/VCO: Academic Skills & Knowledge (Centre for Learning Innovation & Professional Practice)

Campus: Mt Helen

Classification: HEW 3.1

Employment Mode: Sessional

Probationary Period: Not Applicable

Time Fraction: Not Applicable

Advertisement Distribution: Internal

Recruitment Number: Not Applicable

Further Information: Bronwyn Blaiklock, Academic Skills & Knowledge, (03) 5327 9378 or email b.blaiklock@ballarat.edu.au

**Background**

Peer Assisted Study Sessions (PASS) is a voluntary academic assistance program that uses peer-led group study to help students succeed in traditionally difficult courses - those with high unsuccessful completion rates (Fs, XFs and withdrawals). PASS targets tough courses which over time have proved difficult, irrespective of the teaching staff or the material used. The PASS sessions are facilitated by PASS Leaders, students who have previously completed the targeted course (or a higher level version of it) and have demonstrated strong competency. The PASS sessions can be best described as ‘super group learning’ wherein the PASS Leader facilitates group study activities and collaborative study techniques specific to the course.
Position Summary

PASS Leaders are students who are deemed course competent and trained in proactive learning and study skills strategies. PASS Leaders are expected to develop and run weekly scheduled PASS sessions for first-year students enrolled in a specific course on campus in designated classrooms. Their role is to model effective classroom behaviour and then transfer that knowledge in the PASS sessions. PASS Leaders combine specific study skills with key course content, integrating what to learn with how to learn.

Key Responsibilities

1. Attend PASS Leader training, which runs over 2 days, 25-26 July 2011
2. Attend at least 50% of the selected course, take notes, do homework and read all assigned materials including text(s) and supplementary readings
3. Conduct at least two 50 minute study sessions per week throughout the semester using strategies learned in the PASS Leaders training sessions
4. Regularly meet with PASS Supervisor for debrief sessions:
   a. Discuss observations of the PASS sessions
   b. Discuss the creation and use of PASS session handouts
   c. Discuss the planning of PASS sessions and use a wide variety of learning strategies
   d. Notify PASS Supervisor about problems or potential problems
5. Assist PASS Supervisor in training other PASS Leaders
6. Provide extra PASS sessions and/or longer sessions as necessary (e.g. prior to examinations)
7. Develop and provide handouts for use during PASS sessions
8. Ascertain course requirements and maintain contact with course lecturer or designated representative throughout the semester
9. Meet with other PASS Leaders and supervisory staff at scheduled meetings
10. Other duties as assigned by the PASS Supervisor

Level of Responsibility

The PASS Leader is required to possess knowledge and understanding of the University’s structure and support services available to students. In addition to dealing directly with commencing students, appointees will be expected to provide leadership within their School and, display a comprehensive understanding of the course in which they are facilitating PASS sessions.

Training and Qualifications

Applicants must have satisfactorily completed at least the first year of an undergraduate degree at UB, at the time of starting work in July 2011. Applicants must also be enrolled in an undergraduate course at UB (e.g., completing study at or beyond 2nd year), with a commitment to being on campus while working as a Peer Leader. A distinction average or above is preferred.
Position/Organisational Relationships

The appointee will work within a team of PASS Leaders under the general supervision and direction of a PASS Supervisor.

Selection Criteria

Applicants must be able to demonstrate that they meet the following selection criteria.

1. Superior content competency in relevant course area/s;
2. Demonstrated ability to define and solve problems;
3. Demonstrated understanding of the academic expectations involved in studying at university;
4. A capacity to share understanding, knowledge, skills and experiences with others while recognising and encouraging excellence;
5. A genuine interest in supporting first-year students with an understanding of, and commitment to, social and cultural diversity;
6. Well-developed communication, interpersonal and negotiation skills;
7. An ability to use appropriate Information and Communication Technology tools, for example, Moodle, email, SMS, blogs and/or social-networking sites.

Working at the University of Ballarat

In order to work at the University of Ballarat you must have the right to work in Australia. If you do not currently have that right, you may apply for this position and the University may be able to assist you in obtaining that right; however the University offers no guarantee of such assistance.

PASS Leader Application Form available at http://www.ballarat.edu.au/pass

Submission Guidelines

Ensure you have:

- completed the Application Form and
- responded to the above selection criteria and
- included your current resume

Email your submission to clipp@ballarat.edu.au
(Include ‘PASS Leader Application’ in the email subject line)

Applications close: Midnight Sunday 10 July 2011