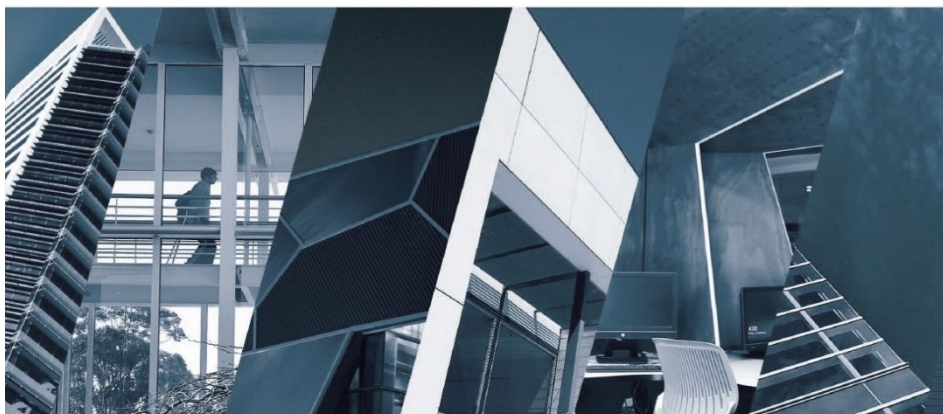


Position Description



Position title:	PASS leader
School/Directorate/VCO:	Learning and Academic Skills Success (LASS)
Campus:	Berwick, Churchill and Mt Helen campuses, and / or online
Classification:	Within the HEW Level 2.1 range
Time fraction:	Casual
Employment mode:	Fixed-term employment
Mandatory directions	Directions from Victoria's Chief Health Officer require all Victorian-based Federation University workers to be fully vaccinated, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions.
Further information from:	Dr Alice Robinson, PASS Coordinator, LASS Telephone: T +61 3 4313 7928 Email: a.robinson@federation.edu.au
Recruitment number:	To be advised.

Position summary

Peer Assisted Study Session (PASS) Leaders develop and run weekly scheduled study sessions on campus and / or online for students enrolled in challenging courses.

PASS leaders are group facilitators. They plan and develop group activities, and model effective study and learning skills, to support students to deepen their comprehension of difficult course content.

Portfolio

The PASS program is situated within Learning and Academic Skills Success (LASS), a portfolio of Student Experience and Administration Services (SEAS). LASS works to support students, academic and professional staff. CTIQ, Library and LASS teams work collaboratively in cross-departmental teams to support all levels of student learning, teaching practice and staff capability building in each School.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver

world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Attend at least 50% of the classes in the designated course.
2. Conduct study sessions throughout semester, during semester breaks and in SWOTVAC on campus and / or online using strategies learned in PASS leader training. The number of sessions to be conducted will be determined and advised prior to the commencement of the program in a given semester.
3. Develop and provide resources for use during PASS sessions.
4. Complete weekly reporting, including sharing of session plans, session activities and student attendance records, and undertake observations of PASS sessions with staff and peers.
5. Ascertain course requirements and maintain contact with relevant course lecturers and coordinators throughout the semester.
6. Promote PASS to students and communicate consistently with students in the designated course.
7. Meet with other PASS leaders and supervisory staff when required and undertake other duties as assigned by the PASS Coordinator.
8. Represent Federation University Australia in a positive manner, including outside of campus and on alternative communication avenues (i.e. social media).
9. Model professional behaviour to students and staff and handle issues such as class standards, grades and student complaints in an appropriate manner.
10. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
11. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

General direction is provided by PASS Team Leaders, Supervisor/s and the PASS Coordinator on all assignments to be undertaken, with the PASS leader determining the appropriate use of established methods, tasks and sequences. Guidance on the approach to standard circumstances is provided in procedures. Guidance on the approach to non-standard circumstances is provided by a supervisor. Performance is checked by assignment, observation, attendance at team meetings and via weekly/fortnightly reporting completion.

Position and Organisational relationships

PASS leaders will work under the general supervision of the PASS Team Leaders, Supervisor/s and the PASS Program Coordinator, Learning and Academic Skills Success (LASS). The PASS Program Coordinator works under the general supervision of the LASS Manager and LASS Director.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

PASS leaders will be required to complete self-guided and staff-led training prior to the commencement of employment, and to engage with the ongoing training and development opportunities provided throughout semester.

PASS leader duties typically require a skill level that assumes and requires knowledge, training or experience relevant to the duties to be performed. These are:

1. Satisfactorily completed the first year of an undergraduate degree (or equivalent) at Federation University Australia at the time of employment commencing, and;
2. Enrolment in and undertaking a higher education course at Federation University Australia;
3. Attainment of a GPA of 6.0 or above, and / or equivalent experience

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

PASS leaders must have the right to work in Australia and be able to provide relevant proof and documentation upon request.

Experience, knowledge and attributes

1. Successfully completed one semester and be enrolled - or intend to enrol - to study for the following two semesters at Federation University Australia, with a GPA of 6.0 or above. If the candidates' GPA is below 6.0, please include a statement of explanation in the application.
2. Superior content competency in relevant course area/s with attainment of a distinction (D) minimum for the relevant course or its equivalent.
3. Demonstrated understanding of the academic expectations involved in studying at university.
4. A capacity to share understanding, knowledge, skills and experience with peers.
5. A genuine interest in supporting students at first-year level and above with an understanding of and commitment to social and cultural diversity.
6. Strong communication, interpersonal and facilitation skills.
7. Proficiency in Information and Communication Technology tools including Microsoft TEAMS, Moodle, Adobe Connect and Outlook.
8. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
9. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.