

# Position Description

|   |   |
|---|---|
| <b>Position title:</b>                    | <b>PASS Leader</b>  |
| <b>Faculty and/or School/Section/VCO:</b> | <b>Student Academic and Study Support<br/>Centre for Learning Innovation and Professional<br/>Practice (CLIPP)</b>  |
| <b>Campus:</b>                            | <b>All</b>  |
| <b>Classification:</b>                    | <b>HEW 2.1</b>  |
| <b>Employment mode:</b>                   | <b>Fixed-term appointment</b>   |
| <b>Probationary period:</b>               | <b>Not applicable</b>   |
| <b>Time fraction:</b>                     | <b>Casual, approximately 6 hours per week</b>   |
| <b>Recruitment number:</b>                | <b>Not applicable</b>   |
| <b>Further information from:</b>          | <b>Program Coordinator, Student Academic and Study<br/>Support<br/>Telephone: (03) 5327 6997<br/>E-mail: <a href="mailto:sass@federation.edu.au">sass@federation.edu.au</a></b> |
| <b>Position description approved by:</b>  | <b>Nina Fotinatos<br/>Director, CLIPP</b>   |

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: HR Business Partner

Original Issue: 01/11/2009  
Current Version: 01/06/2015

## Position Summary

Peer Assisted Study Session (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 students enrolled in a specific first-year units on campus in designated classrooms, online, or in Halls of Residence. PASS Leaders role is to model effective classroom behaviour and 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 at least 50% of the classes in the selected course.
2. Conduct study sessions throughout the semester on-campus, online, in Halls of Residence (or a mixture of these) using strategies learned in the PASS Leader PREP– the number of sessions conducted will be determined and advised prior to the commencement of the PASS program; however, a leader needs to be able to commit to at least two sessions per week. Also provide extra PASS sessions and/or longer sessions as necessary (e.g. prior to examinations).
3. Develop and provide resources for use during PASS sessions.
4. Complete weekly reporting, including session plans, session activities, attendance and bi-weekly self-reflection.
5. Ascertain unit requirements and maintain contact with unit lecturer or designated representative throughout the semester. Promote PASS to students in selected courses, and communicate regularly with students in selected courses.
6. Meet with other PASS Leaders and supervisory staff when required, and undertake other duties as assigned by the Program Coordinator, Student Academic and Study Support.
7. Represent Federation University Australia in a positive manner, including outside of the campus location and on alternate communication avenues (e.g. social media)
8. PASS Leaders must model professional behaviour to students and staff and handle issues such as class standards, grades, and student complaints in an appropriate manner.
9. Reflect and embed the University's Principles, Strengths and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Interim Charter at: [http://federation.edu.au/\\_data/assets/pdf\\_file/0005/205268/2015-Charter-FINAL-041114.pdf](http://federation.edu.au/_data/assets/pdf_file/0005/205268/2015-Charter-FINAL-041114.pdf)

10. Undertake the responsibilities of the position adhering to:

- 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 and requirements.

## Level of Supervision and Responsibility

### Supervision

General direction is provided on the 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 and weekly/fortnightly reporting completion.

### Task Level

Some complexity. Apply body of knowledge gathered throughout PASS PREP, as well as apply diagnostic skills and assessment of the best approach to PASS sessions, and PASS related tasks, dependant on the cohort that attend PASS sessions.

### Organisational Knowledge

PASS Leaders are required to perform tasks/assignments, which require knowledge of the work area processes and an understanding of how PASS Leaders and Student Academic and Study Support interact with other related areas and processes.

PASS Leaders are required to possess knowledge and understanding of the University's structure and support services available to students.

### Judgement, Independence and Problem Solving

Exercise judgement on work methods and task sequence, including the structure of individual PASS sessions, within specified timelines and standard practices and procedures, such as international PASS standards.

## Typical Activities

PASS Leaders are expected to assist with FedReady, run weekly 50-minute PASS sessions, and must be able to commit to a minimum of one session per week. PASS Leaders are expected to, at a minimum, perform these tasks:

- facilitate weekly PASS sessions, including preparing session plans and activities to use in sessions;
- attend PASS meetings held during semester;
- report session plans, activities, and attendance at sessions to Student Academic and Study Support Program weekly;
- report self-reflections to Student Academic and Study Support Program bi-weekly;
- maintain regular contact with Student Academic and Study Support Program staff and ensure that electronic correspondence is dealt with in a professional and timely manner.

## Training and Qualifications

PASS Leaders duties typically require a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed, these are:

- satisfactorily completed the first year of an undergraduate degree (or equivalent) at Federation University Australia at the time of employment commencing, and;
- enrolled in and undertaking a higher education course at Federation University Australia;
- currently have a GPA of 6.0 or above.

PASS Leaders will be required to complete a Practical Recruitment and Employment Program prior to being offered the position.

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

## Position/Organisational Relationships

PASS Leaders will work under the general supervision of the Program Coordinator, Student Academic and Study Support. The Program Coordinator, Student Academic and Study Support works under the general supervision of the Manager, Student Academic and Study Support, and the Director, Centre for Learning Innovation and Professional Practice (CLIPP).

## 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:

1. Training, qualifications and/or experience necessary to perform duties associated with this position; successfully completed one semester and be enrolled, or intend to enrol, to study for the following two semesters at Federation University Australia. In addition, also achieved a minimum 6.0 GPA. If your GPA is below 6, please include a statement of explanation in your application.
2. Superior content competency in relevant course area/s with attainment of a distinction (D) minimum for the course that is being applied for, or its equivalent.
3. Demonstrated ability to define and solve problems directly relating to a university student's expectations.
4. Demonstrated understanding of the academic expectations involved in studying at university.
5. A capacity to share understanding, knowledge, skills and experiences with others while recognising and encouraging excellence.
6. A genuine interest in supporting first-year students with an understanding of, and commitment to, social and cultural diversity.
7. Well-developed communication, interpersonal and negotiation skills.
8. The ability to use appropriate Information and Communication Technology tools, for example, Moodle, email, SMS, blogs and/or social-networking sites.
9. Provide a letter of reference from your School (see Appendix A).

