

# Position description

Greater together 

Position title:	PASS Leader
Institute/School/Centre/ Directorate/VCO:	Learning and Academic Skills Success (LASS)
Campus:	Berwick, Churchill and Mt Helen campuses, and / or online
Classification:	HEW Level 2.1
Time fraction:	Casual
Employment mode:	Fixed-term employment
Further information from:	Claire Morrissey, LASS Program Coordinator Telephone: (03) 5122 6457 Email: lass@federation.edu.au
Recruitment number:	People and Culture to enter

## Position summary

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

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 unit content.

## Portfolio

Learning and Academic Skills Success (LASS) works within the Retention, Innovation and Student Experience (RISE) Directorate to strengthen all students' academic skillset. The LASS team improves student retention by promoting student academic engagement, and empowering students to successfully complete their studies. LASS' student-led programs, including PASS and Student Academic Leaders, play an essential role in fostering social connectedness, a sense of belonging, and academic preparedness at Federation University.

The LASS team supports the projects and priorities set by the broader RISE directorate. LASS and RISE core activities support students with programs and services which promote student retention and success.

RISE provides opportunities for students to develop social, leadership, and academic skills. RISE teams and staff work alongside Institutes and Professional teams to ensure students have access to the support they may need to succeed in their studies.

## 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, 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. Plan and facilitate weekly study sessions throughout semester and in SWOTVAC on campus and / or online using strategies learned in PASS leader training.
2. Understand key course requirements in the designated unit by regularly communicating with academic staff, checking unit Moodle content, and attending at least 50% of the unit lectures.
3. Promote PASS to students and communicate consistently with students in the designated course.
4. Complete weekly reporting, including sharing of session plans and student attendance records
5. Participate in observations of PASS sessions with staff and peers.
6. Represent Federation University Australia in a positive manner, including outside of campus and on alternative communication avenues (i.e. social media).
7. Model professional and friendly behaviour to students and staff and handle issues such as class standards, grades and student complaints in an appropriate manner.
8. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
9. 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 (OHS) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of supervision and responsibility

General direction and training in PASS standards is provided by Senior PASS Leaders and the LASS Program Coordinator, with the PASS leader determining the appropriate use of facilitation techniques to suit their unit of study. Guidance on the approach to non-standard circumstances is provided by the LASS Program Coordinator.

## Position and organisational relationships

PASS leaders will work under the general supervision of the Senior PASS Leaders and the LASS Program Coordinator. The LASS Program Coordinator works under the general supervision of the LASS Manager and the Director, Retention, Innovation and Student Experience (RISE).

### 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

1. PASS leaders will be required to complete self-guided and staff-led training prior to leading PASS sessions, and to engage with ongoing professional development as necessary.
2. PASS leader duties typically require a skill level that assumes and requires knowledge, training or experience relevant to the duties to be performed. PASS Leaders must:
  - a. Have satisfactorily completed the first year of an undergraduate degree (or equivalent) at Federation University Australia at the time of employment commencing, and;
  - b. Be enrolled in and undertaking a higher education course at Federation University Australia;
  - c. Have a GPA (grade point average) of 6.0 or above, and / or equivalent experience
  - d. Hold a valid Employee Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).
  - e. Demonstrate knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
3. 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. Superior content competency in relevant unit area/s, and have achieved at least a Distinction (D) grade in the relevant unit area or its equivalent.
2. A demonstrated understanding of the academic skills and knowledge needed to be a successful university student.
3. A capacity to share understanding, knowledge, skills, and experience with peers.
4. A genuine interest in supporting students, including an understanding of and commitment to social and cultural diversity.
5. Strong communication, interpersonal and facilitation skills.
6. Proficiency in Information and Communication Technology tools including Microsoft TEAMS, Moodle, Adobe Connect and Outlook.
7. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
8. 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.*