

# 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
Probationary period:	Not applicable
Further information from:	Dr Alice Robinson, PASS Coordinator, LASS Telephone: T +61 3 4313 7928 Email: <a href="mailto:a.robinson@federation.edu.au">a.robinson@federation.edu.au</a>
Recruitment number:	

## 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.

## 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.

### 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 specific first-year units on campus and / or online. PASS leaders model effective classroom behaviour, combining specific study skills with course content to support student learning and development.

### 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 the PASS leader PREP. 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 purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes 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 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, observation and weekly/fortnightly reporting completion.

### 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.

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.

### **Position and Organisational relationships**

PASS leaders will work under the general supervision of the PASS Team Leaders and 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:

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 working knowledge and application of the Child Safety Standards.
9. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

***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.*