

PASS LEADER (CASUAL)

DEPARTMENT/UNIT	Access, Inclusion and Success
FACULTY/DIVISION	Portfolio of the Deputy Vice-Chancellor (Student Experience)
CLASSIFICATION	HEW Level 4
DESIGNATED CAMPUS OR LOCATION	Clayton, Caulfield, Parkville, Peninsula campuses, and online, as required

POSITION PURPOSE

The PASS Leader plays a pivotal role in supporting the student experience, by facilitating Peer Assisted Study Sessions (PASS) sessions. PASS is a peer-led academic program that runs in first-year undergraduate and postgraduate units. PASS helps students achieve their academic and social goals. The role involves facilitating weekly sessions that create a supportive and engaging learning environment for students, in which the PASS Leader facilitates group learning activities, and provides guidance and resources to students.

RESPONSIBILITIES AND TASKS

1. Use allocated preparation time to design session plans and resources for every week of PASS sessions. This includes drawing on PASS and Monash resources, unit knowledge, evidence-based learning/study strategies, student and staff feedback, and other PASS Leaders to plan sessions that respond dynamically to PASS participant needs
2. Support PASS participants to adjust to life at Monash University, develop a sense of belonging, and achieve their academic and social goals, by facilitating assigned PASS sessions, as timetabled, from Week 2 - Week 12
3. Ensure high-quality PASS participant experience by maintaining welcoming spaces. Welcoming spaces are clean, inclusive, and safe, with adequate resources and working equipment
4. Promote PASS sessions to all students in the unit throughout semester, in collaboration with the unit teaching team and relevant stakeholders, including student clubs and societies
5. Contribute to the design, delivery, and evaluation of the PASS program by capturing accurate attendance records, providing feedback, and encouraging PASS participant feedback
6. Contribute to peer learning by attending and actively participating in Professional Development sessions

Eligibility

1. The appointee will have:
 - Studied the PASS unit; and
 - A current enrolment at Monash University for the duration of the semester; and
 - Completed at least 48 credit points of the current enrolment (unless in a postgraduate IT unit); and
 - A weighted average mark (WAM) of 60+; and
 - A Distinction or higher for the PASS unit; and
 - Reasonable availability to allow you to be rostered on for 5 hours of work a week; and
 - Ability to travel to campus when required; and

- A current satisfactory Working With Children Check (for an undergraduate unit), acquired during onboarding; and
- Attended PASS sessions (desirable).

Knowledge and Skills

2. Demonstrated commitment to and experience supporting others to achieve their academic and social goals.
Demonstrated interest in contributing to an equitable and inclusive program
3. Demonstrated experience managing time and meeting deadlines
4. Knowledge of higher education and the challenges faced by students, and related understanding of the value of peer support
5. Excellent communication and interpersonal skills, including the ability to initiate engagement with diverse groups of people
6. Demonstrated capacity to use technology in the workplace and evidence to support the ability to adapt, continually building and updating skills