



# PASS LEADER

<b>DEPARTMENT/UNIT</b>	Portfolio of the Deputy Vice-Chancellor (Education)
<b>FACULTY/DIVISION</b>	Access, Inclusion and Success
<b>CLASSIFICATION</b>	HEW Level 4 casual
<b>WORK LOCATION</b>	Clayton, Caulfield, Peninsula and Parkville campuses

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

## POSITION PURPOSE

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The Peer Assisted Study Sessions (PASS) program is an academic mentoring program which targets traditionally challenging academic 1<sup>st</sup> Year units. PASS provides regularly scheduled, out-of-class, peer-facilitated study sessions for 1<sup>st</sup> Year students requiring additional assistance with the subject. The PASS sessions are facilitated by PASS Leaders, who are students that have previously and successfully completed the targeted course.

**Reporting Line:** The position reports to Peer Mentoring Program Coordinator

**Supervisory Responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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Plan and facilitate weekly study support sessions for groups of 1st year students in order to help them:

- Adjust to academic life at university
- Acquire a clear view of course direction and expectations
- Improve their learning and study skills to meet the requirements of the target unit and course
- Enhance their understanding of the subject matter through collaborative group discussions
- Prepare better for assignments and examinations
- In cooperation with the Unit Coordinator and other lecturers in the target unit, advertise the PASS sessions at the beginning of semester and intermittently throughout the semester
- Run 2 or 3 weekly PASS sessions for the target unit during the semester
- Prepare written session plans for all PASS sessions based around interactive small group learning activities that facilitate active learning
- Provide appropriate advice on independent learning, good study habits and other learning techniques to the 1st year students
- Attend new leader training during Orientation week

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will be:
  - Currently studying or have studied the relevant PASS unit
  - Currently an undergraduate for undergraduate units, or postgraduate for postgraduate units
  - Successfully completed at least 48 credit points of their Monash degree
  - A weighted average mark (WAM) of 60 or more
  - A distinction or higher for the relevant PASS unit(s)

### **Knowledge and Skills**

2. Be available to be a PASS leader for at least two semesters
3. Commit 4-5 hours per week during semester to the program
4. Excellent communication, interpersonal and organisational skills
5. Experience in tutoring, coaching, customer service and leadership roles in clubs, societies, teams or at high school (highly desirable)
6. Preference is given to students who have regularly attended PASS

### **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.