

POSITION DESCRIPTION – Casual student role

Position Title: PASS (Peer Assisted Study Sessions) Leader

Level: Casual rate 1

Faculty/Division: Teaching, Learning & Curriculum **School/Unit:** Peer Learning

Primary purpose of the position:

PASS Leaders are current UOW students, who plan and facilitate peer led group study sessions across every Faculty and UOW's Australian campuses. PASS Leaders receive comprehensive training and support to plan activities and use strategies to promote collaborative learning.

Position Environment

The PASS Program is run by the UOW Peer Learning unit, which sits within Learning, Teaching and Curriculum.

PASS is an academic assistance program that provides regularly scheduled, out-of-class, peer facilitated study sessions and has shown to increase student performance and retention. PASS sessions are not remedial and open to all students enrolled in the targeted subjects.

UOW has a strong national and international reputation in the field of peer learning and has acted as the National Centre for PASS since 2005.

Other programs currently run by Peer Learning include the Global Communicators Program and the Peer Academic Coaching service (within the UOW Learning Co-Op).

Peer Learning programs are offered at all onshore UOW campuses and aim to engage a wide variety of students from diverse backgrounds.

Major Responsibilities

TASKS	PERCENTAGE OF TIME
1. Plan and facilitate 1 hour weekly Peer Assisted Student Sessions for a wide range of students.	75%
2. Closely liaise with teaching staff and student participants to support a collaborative learning experience	20%
3. Record student attendance and provide timely reports to the PASS Program Coordinator	5%
4. Engage in student lifecycle and recruitment events including Open Day and Orientation	As required
5. Observe principles and practices of Equal Employment Opportunity	Ongoing

Reporting Relationships

Position Reports to: PASS Coordinator

SELECTION CRITERIA

Essential:

- Received a HD or D in the subject recruited to support
- Completed at least 2 semesters of study preferably with a distinction average at UOW and will be enrolling into UOW in 2019
- Strong communication and interpersonal skills as well as cultural sensitivity
- Competent working independently as well as within a team

Desirable:

- Previous participation in peer-based programs
- Knowledge of the support services available to students at UOW
- Leadership experience
- Comfortable in the use of online technologies to facilitate an online session

Personal Attributes

- Enthusiastic and reliable with strong interpersonal skills
- Professional attitude
- Initiative and willingness to learn
- Able to share study tips and experiences of being successful student with their fellow peers
- Passionate about helping others succeed at university

Special Job Requirements

- Needs to be available for PASS Leader training and professional development activities throughout the year.

Roles and Responsibilities in Relation to Workplace Health and Safety

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others
- Comply with any reasonable instruction by the University
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management](#) System.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.