

## **Position Title: PASS Peer Leader – Bethune College**

Number of Positions: 15 for FW19

Rate of Pay: \$15/hr

Position Reports to: College Academic Coordinator and Assistant to the Head of the College

### **1. Job Description – Work Performed/Duties and Responsibilities**

The **PASS Leader (*Peer Assisted Study Session Leader*)** in Bethune College, **under the direction and supervision of the Bethune College Academic Coordinator**, will facilitate study sessions in the core first and second year courses belonging to the Faculty of Science and the Lassonde School of Engineering which are known to be historically challenging. Statistics show only 50% of students pass their 1st-year courses the first time. These study sessions have shown to cut the drop/failure rate by 30-50% and increase the GPA level +1. This is a continuation of a successful AIF project and a priority of the Vice Provost Students.

The PASS Peer Leader facilitates the understanding of traditionally difficult core first and second year Science and Engineering (BIOL, CHEM, EECS, ENG, MATH and PHYS) course material to undergraduate students in structured, pre-planned study sessions to engage students in learning efficient study skills while in group settings. Planning involves reviewing relevant course material and selecting activities to help the students study the material. They help students structure and prioritize their study routine and facilitate collaborative learning through group activities as they review the course material. For more information, go to:

[www.bethune.yorku.ca/pass](http://www.bethune.yorku.ca/pass).

#### Core Job Duties:

- Attend all lectures presented by the course director/instructor for the course assigned to.
- Plan and prepare your organized study sessions (approximately 2 hours per week).
- Hold two 90-minute organized study sessions per week for the course responsible for. While some other work may need to be completed, PASS leaders are not expected to hold study sessions during the exam period.
- Collaborate with Peer Tutors and Class Representatives within SOS to support student learning.
- Keep records of study session attendance and report on your progress as necessary.
- Attend regular program meetings with the PASS coordinator and/or Bethune College Academic Coordinator.
- Be professional, inclusive and welcoming, in your communication. You will be required to sign a confidentiality agreement.

PASS Leaders do **NOT** re-lecture or teach course material or solve assignments or play an evaluative role. They do **NOT** assist professors or TAs with marking of any kind.

**NOTE:** The PASS Leaders belong to the Student Ombuds Services (SOS) organization at Bethune College. This academic student organization has 150 peer leaders who provide free peer academic support services to York students. SOS services especially target first-year students as we understand how difficult the transition to university can be. The PASS Leaders are part of an exciting team of student leaders who are committed to sharing their skills and knowledge with fellow students to help them succeed. The free services provided by SOS are:

- PASS (***Peer Assisted Study Sessions***),
- Peer Tutoring,
- Peer Mentoring/Advising (each 1<sup>st</sup> year student is allocated a PM when they start),
- Class Representatives,
- Career Seminars/Workshops for Professional Schools.
- Science Student Ambassadors
- Leadership Training

## 2. **Qualifications:**

- Current undergraduate York student.
- Must have obtained an A/A+ in the assigned Science or Engineering courses.
- Excellent written and verbal communication skills and organizational skills.
- Excellent interpersonal skills including tact and diplomacy.
- Demonstrates reliability, punctuality and enthusiasm to support students with their study skills.
- MUST attend PASS Leader Training (two 8-hour sessions) prior to commencing their position.
- MUST attend Basic Peer Leadership Training (one 8-hour session) prior to commencing their position.
- Must be workstudy eligible [[sfs.yorku.ca/employment/clay](https://sfs.yorku.ca/employment/clay)] and must complete the online Student Financial Profile [[sfs.yorku.ca/aid/sfp](https://sfs.yorku.ca/aid/sfp)] prior to being hired.

## 3. **Work Schedule:**

- PASS Leaders will attend **ALL** lectures presented by the course director/instructor (2-3 hrs/wk).
- PASS Leaders will hold **two 90-min organized study sessions per week** for the course for which they are responsible. (3 hrs/wk).
- PASS Leaders will use **2-3 hours per week to plan/prepare** their PASS sessions.
- PASS Leaders will meet with the PASS Coordinator on a weekly basis and regularly with the Supervisor (College Academic Coordinator).
- PASS Leaders provide 200+ hours of service during the SU term.

## 4. **Competencies:**

The PASS Leader will have opportunities to develop and enhance specific skills in:

- Communication
- Interpersonal Connections
- Personal Success
- Critical Think and Problem Solving
- Knowledge Application
- Leading and Mentoring

## 5. **Personal and Professional Development:**

“As part of your work study experience, you will be asked to participate in Becoming YU – a new program designed to support students in creating meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it’s for a future job or further education opportunity. Throughout your work/study experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and get valuable feedback.”

## 6. **Student Learning Components:**

*Orientation and Training and Ongoing Professional Development:*

1. PASS Leaders MUST attend PASS Leader Training (two 8-hour sessions) prior to commencing their position. **TBD**
2. PASS Leaders MUST attend Basic Peer Leadership Training (one 8-hour session) prior to commencing their position. **May 1, 2019.**
3. The Basic Peer Leadership training is a non-credit course (BC3000) which goes on their transcript.
4. PASS Leaders must attend YOD (York Orientation Day) Training in **August 26, 2019** and York Orientation Day on **September 3, 2019.**
5. Opportunity to enrol in Advanced Peer Leadership courses (BC3010 3.0, BC3900 0.0), and attend leadership workshops and conferences during the year.

*Feedback, Ongoing Support and Reflection:*

6. PASS Leaders will meet with the PASS Coordinator on a weekly basis.
7. PASS Leaders will stay in regular contact with the College Academic Coordinator.
8. PASS Leaders must attend the annual SOS Retreat, tentative date **April 28, 2019**.
9. Opportunity to enroll in Advanced Peer Leadership courses (BC3010 3.0, BC3900 0.0), and attend leadership workshops and conferences during the year.
10. PASS Leaders will regularly provide and receive feedback and support to and from other PASS leaders.

*Networking and Mentorship Opportunities:*

11. PASS Leaders will collaborate with Bethune Peer Tutors and Class Representatives on a regular basis.
12. Opportunity to work alongside professional staff of the Office of the College Head.
13. Opportunity to work with a vibrant, diverse team of York students.
14. Opportunity to establish lasting relationships with student leaders from a variety of academic programs.
15. Opportunity to learn about, participate, and volunteer in other York activities and events.
16. Opportunity to serve as a role model and share experiences with new students.
17. Opportunity to serve as a role model to a team of approximately 150 Bethune Peer Leaders (SOS).

*Personal and Professional Development, Classroom and Workplace Competencies:*

18. Exposure to and experience within a professional office environment.
19. Experience developing interpersonal, communication, public speaking, and presentation skills.
20. Enhanced academic success skills to complement classroom learning (e.g. improved ability to deliver classroom presentations and communicate academic ideas in a thoughtful and eloquent manner).
21. Enhanced leadership and collaboration skills.
22. Development of effective time and workflow management and organizational skills.
23. Developing the ability to identify and articulate one's own learning, through reflections, feedback and meetings with team and supervisor (College Academic Coordinator).
24. Further development of independence and self-reliance, including problem solving.

**The Work Study Student program** provides on-campus job opportunities for eligible York University undergraduate students. Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship. Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.