

DETAILED JOB DESCRIPTION

P.A.S.S. Leader (Part-Time) for Winter 2018

NATURE AND SCOPE: The P.A.S.S. (Peer-Assisted Study Session) Leader is a Mohawk College student in semester three or higher who has successfully completed their targeted course (or equivalent) with a final grade of at least 75%. The P.A.S.S. Leader is expected to attend *all* classes of their designated class sections and later facilitate collaborative learning sessions with entry level students. The P.A.S.S. Leader is also expected to act as a “model student”, demonstrating successful organizational and learning strategies as well as other “good student” behaviours. The P.A.S.S. Leader is expected to take an active role in marketing the *P.A.S.S. Program* by developing a marketing plan, creating marketing materials, delivering presentations about the program, staffing information booths during both Orientations and Open House events, etc.

The primary objective of the P.A.S.S. Leader position is to improve student success in historically difficult courses by guiding students through a process of reviewing, applying, practicing and studying course materials via regularly scheduled group sessions.

CONTRACT PERIOD: From January 2018 (due to training) to April 2018. This includes two days of mandatory orientation/training at the start of the contract in addition to in-service training and professional development throughout the semester. Start/end dates subject to change based on operational needs.

REMUNERATION: The P.A.S.S. Leader will be compensated at a rate of \$14.00 per hour. The contract will be up to a maximum of 15 hours per week (maximum 240 hours total). Hours will be flexible and will be built around first-year student schedules; however, the P.A.S.S. Leader can expect to work approximately 3 hours per day between the Learning Support Centre’s business hours, Monday to Friday (with reduced hours during Reading Week).

ORGANIZATIONAL STATUS: The P.A.S.S. Leader will report directly to *Student Success Initiatives* staff within the Learning Support Centre who will provide training, support and assistance in the execution of the P.A.S.S. Leader’s responsibilities. Up to twenty P.A.S.S. Leaders will be hired for the program in total, and they will be expected to work closely together. In addition, the P.A.S.S. Leader will be expected to work in co-operation with other staff including but not limited to: Faculty, Student Success Advisors, the Manager of *MCACES Resource Centre & Learning Support Centre*, the Director of *Student Success Initiatives*, Peer Mentors, Peer Tutors and other Student Ambassadors within the Learning Support Centre (and the College more broadly), and other college staff and student leadership groups.

QUALIFICATIONS:

- Must be a full-time student at Mohawk College
- A minimum overall academic achievement of 75%
- Successful completion of their assigned course with a final grade of 85% or higher (or equivalent)
- A passion for leadership; excellent communication skills; positive attitude and outgoing personality; team player; creative problem solver
- A “model student”, able to demonstrate good organization, time management, and successful learning strategies
- Experience with Microsoft Office 2007 would be beneficial (Word, Excel and PowerPoint)
- Previous experience leading and facilitating groups would be considered an asset
- A strong reference from a faculty member would be considered an asset



POSITION DETAILS:

- a) **Class Attendance** (approx. 5 hours per week):
- Attend multiple sections of designated course and take notes (as scheduled by *Student Success Initiatives* staff)
 - Model "good student" behaviours via attendance, punctuality, preparation, etc.
 - Make announcements about P.A.S.S. sessions during class
 - Be visible and approachable to students before, during, and after class
- b) **Conduct P.A.S.S. Sessions** (approx. 5 hours per week):
- Conduct regularly scheduled sessions throughout the term using strategies learned through P.A.S.S. Leader training. Session schedules will be developed around class schedules, in consultation with *Student Success Initiatives* staff
 - Maintain student attendance records and other necessary data collection
 - Conduct regular session evaluations and assist with the delivery of a final program evaluation
 - Attend P.A.S.S. sessions from other leaders to provide mentorship and collaboration opportunities
 - Maintain the **highest** level of confidentiality in regards to student attendance and student issues
- c) **Preparation, Training, Reports, and Other Related Duties** (approx. 2.5 hours per week):
- Become familiar with all course handouts, assignments, and readings
 - Attend P.A.S.S. Leader training sessions throughout the contract, beginning with an intensive workshop the last week of August and including continued Professional Development
 - Meet regularly with *Student Success Initiatives* staff to review session plans and debrief sessions
 - Meet with the course Faculty and other staff as needed
 - Prepare activities for sessions, including any required background research plus the preparation of handouts or other materials
 - Meet with other P.A.S.S. Leaders on a regular basis to discuss and collaborate on ideas, develop activities and materials, and debrief sessions
 - Assist with the development of surveys and evaluations
 - Assist with the preparation of a final report
 - Complete any necessary administrative paperwork
 - Other duties as assigned by *Student Success Initiatives* staff
- d) **Marketing** (approx. 2.5 hours per week):
- Market the *P.A.S.S. Program* within selected courses and throughout Mohawk College in general. Duties may include but are not necessarily limited to:
 - Development and implementation of a marketing plan
 - Development of promotional materials
 - Presentations to classes, student groups and staff
 - Staffing information booths during Orientation and at other events
 - Contributing regularly to the Mohawk College website or other online portals, as well as other social media such as Twitter
 - Representing the *P.A.S.S. Program*, the Learning Support Centre and Mohawk College authentically, positively and enthusiastically at all times (online, in class, on and off campus)

(Note: Hours listed are an estimation for your reference only. Hours are determined based on schedules and P.A.S.S. needs)

