



POSITION DESCRIPTION

Academic Support Office
Faculty of Arts

Pass Leader

CLASSIFICATION	HEW 2
SALARY	\$34.48 per hour
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Casual position available
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	New
HOW TO APPLY	Online applications are preferred. Go to http://arts.unimelb.edu.au/students/undergraduate/peer-assisted-study-sessions .
CONTACT FOR ENQUIRIES ONLY	Name: Jocelyn Richardson Office: Student Programs Team Tel: +61 3 9035 7596 Email: arts-studentprograms@unimelb.edu.au <i>Please do not send your application to this contact.</i>

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The University of Melbourne is seeking current students for casual PASS Leader roles in the Faculty of Arts.

The PASS (Peer Assisted Study Sessions) program is a peer-focused study assistance program that supports undergraduate subjects in the Bachelor of Arts. The program provides free weekly study sessions to students who are enrolled in supported subjects and who are seeking to improve their grades. All students enrolled in a PASS supported subject are encouraged to attend. Sessions integrate study skills with review of content and provide students with an opportunity to engage in discussion and group-based problem solving.

Sessions are facilitated by the PASS Leader, a student who has successfully completed the subject with a high grade in a previous year or semester. Leaders are trained in how to facilitate discussion, encourage participation and collaboration, and create a positive learning environment. Leaders are *not* expected to teach course content or provide individual assistance to students outside of sessions.

Successful applicants are expected to attend 50% of lectures for their given subject, and facilitate one to three sessions per week (determined by the PASS supervisor) at times that are negotiated around the subject timetable and the Leader's personal schedule. One hour of preparation per week is also expected, as well as attendance at program events throughout the semester. Leaders are expected to promote their sessions at lectures and via other promotional avenues.

Regular PASS are scheduled between Week 2 and 12 of each semester inclusive, with exam revision sessions scheduled as appropriate during SWOTVAC and into the exam period.

Leaders will be part of the PASS team, and should meet with Leaders and the program coordinator throughout the semester in order to benefit from peer and Faculty support and provide feedback on the program. This includes attending sessions by other Leaders in order to learn new facilitation styles and to offer constructive feedback.

PASS Leaders must be able to complete 1.5 days of compulsory training in February 2017.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Current enrolment in a Faculty of Arts degree at the University of Melbourne.
- ▶ Demonstrated strong oral interpersonal and communication skills, including the ability to engage with a diverse range of people and interact with senior academics, professional staff and fellow students appropriately.
- ▶ Experience in leadership roles which demonstrate ability to coordinate group work and create a positive working environment.
- ▶ Demonstrated ability to be flexible, adaptable and responsive to student enquiries.
- ▶ Experience in working collaboratively with others to achieve goals.
- ▶ Demonstrated excellent time management and organisation skills.
- ▶ Demonstrated ability to prioritise your workload to achieve positive outcomes.
- ▶ Excellent planning and presentation skills to deliver sessions that cater to different learning styles.

- ▶ Knowledge of and understanding about the importance of adhering to the University's workplace policies and procedures.

2. Special Requirements

- ▶ Applicants must be able to attend compulsory PASS Leader training for one and a half days in February 2017. This training is unpaid.

3. Key Responsibilities

- ▶ Attend 50% of subject lectures in order to keep up-to-date with content and meet with students.
- ▶ Prepare worksheets and/or activities appropriate to revising content and imparting study skills.
- ▶ Deliver quality sessions that engage a diverse range of students with a variety of learning styles.
- ▶ Maintain and submit records of sessions in a timely manner.
- ▶ Proactively promote sessions to maintain and increase attendance throughout the semester, including but not limited to emailing, social media, Word Press and program events.
- ▶ Liaise with PASS Leaders, PASS program coordinator and academic staff of the subject to optimise student attendance at sessions.
- ▶ Provide referrals for students to University services as appropriate. This requires a basic knowledge of the University's organisation and support services.
- ▶ Be familiar with, and observe the University's [Responsible Conduct of Staff Policy \(MPF116\)](#) and [Health and Safety Policy \(MPF1205\)](#) in the performance of the responsibilities of the position.
- ▶ Be able to communicate effectively with students (peers), professional and academic staff in an approachable and professional manner.
- ▶ Apply established rules, procedures, policies and practices to sessions.
- ▶ Facilitate study sessions without re-teaching content.
- ▶ Any other tasks and activities appropriate for the PCS level as directed by the PASS Program Coordinators.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below.

INHERENT REQUIREMENTS

- ▶ 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 own or others health, safety and welfare at work.

4. Other Information

4.1 ORGANISATION UNIT

<http://arts.unimelb.edu.au/about/structure#academic>

<http://arts.unimelb.edu.au/students/undergraduate/peer-assisted-study-sessions>

4.2 BUDGET DIVISION

<http://arts.unimelb.edu.au/students/undergraduate>

4.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

4.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant

advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

4.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

4.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.