PASS LEADER

Position Description

PASS (Peer-Assisted Study Sessions) Leaders facilitate student learning and help students better understand concepts or applications of course content by. The leader attends each class meeting and provides supplemental instruction in weekly small-group sessions reinforcing the course content. Leaders support students by assisting them in gaining effective study skills and maximizing their potential for academic success.

Job Duties

- Attend mandatory two-day PASS leader training prior to start of semester (dates TBD)
- Attend every class meeting, take accurate notes, read the assigned material, and understand all of the homework/reading assignments and projects
- Prepare session plans to reinforce content taught in class, focusing on most difficult concepts
- Facilitate two, 50-minute, small-group study sessions per course each week
- Conduct additional sessions as necessary (e.g. prior to quizzes/exams)
- Meet with students during scheduled office hour, 1 hour/week
- Meet regularly with the instructor to share plans and handouts and establish rapport
- Attend and participate in PASS meetings when scheduled
- Debrief with PASS Supervisor after scheduled observations
- Submit timesheets and other paperwork to the PASS Coordinator in a timely manner
- Advertise and make class announcements about the PASS program regularly
- Maintain accurate records and assist with administrative duties and data collection
- Be familiar with campus resources and refer students to resources when necessary

Qualifications

- Have successfully completed the course for which you are applying for (or a higher level course in the subject area) with a grade of “A” and have a cumulative GPA of 3.0+
- Demonstrate competence in subject matter, determined by course grade and faculty references
- Deep understanding of course content and ability to explain content to others
- Strong interpersonal and communication skills
- Ability to work with students from diverse backgrounds
- Commitment to work time scheduled and attend training prior to Fall/Spring semester

Compensation: $10-14/hour

Schedule: Current students can work up to 19 hours/week.

Submit cover letter addressing the following:

- Why do you want to be a PASS Leader?
- How do you meet the qualifications?
- Which course(s) are you are applying for?
- Grade(s) in courses and cumulative GPA

Email resume, cover letter, and unofficial transcripts to:
Sara Head, shead@gwc.cccd.edu
Academic Pathways Coordinator, Golden West College