



## Peer Assisted Study Session (PASS) Leader

### Job Description

The Peer Assisted Study Session (PASS) Leader works collaboratively within the School of Kinesiology to design and facilitate PASS sessions that engage learners in a collaborative and experiential learning activities.

### PASS Sessions Overview

The Peer Assisted Study Sessions (PASS) are high quality, informal drop-in and collaborative study sessions connected to a specific course. The sessions are hosted on a drop-in basis, and are designed to improve the learning for students enrolled in historically difficult first-year courses.

For Winter 2018/19 Term 1, the School of Kinesiology's PASS program will be supporting KIN 190 – Anatomy and Physiology I.

For Winter 2018/19 Term 2, the School of Kinesiology's PASS program will be supporting KIN 191 – Anatomy and Physiology II.

### Position Overview

PASS student leaders are positioned as expert learners of a course subject, and not course content experts. PASS leaders work collaboratively within a team to design and facilitate one or two PASS sessions per week that engage learners in collaborative learning activities that emphasize high quality study techniques. PASS Leaders work collaboratively within their departmental team of other PASS Leaders to design and facilitate PASS sessions for small groups of students in a first-year course. PASS Leaders are required to lead one to two of these sessions per week, facilitating experiential learning activities that emphasize study skills and learning strategies, not course-specific content.

### Organizational Relationship

The Peer Assisted Study Sessions Program (PASS) <http://www.students.ubc.ca/success/PASS> is a collaborative endeavour shared between the Centre for Student Involvement and Careers (CSI&C) and the individual academic departments and courses in which the PASS sessions are held. The School of Kinesiology's PASS Leaders work directly with the Student Engagement Officer and the PASS Coordinator.

### Responsibilities of a PASS Leader

PASS leaders must attend training to hone their understanding of the course material, of meta-cognition and learning strategies and group facilitation skills. Attending training alongside leaders from other courses and disciplines, PASS leaders also have the opportunity to work in a group of peer leaders.

### Training Dates

- Mandatory PASS Leader Training: [Saturday, Sept 1<sup>st</sup> (All day)]
- UBC Community Building and Education Training (TBD)
- Ongoing professional development training through weekly Department-specific meetings
- Attend one PASS session conducted by another faculty



**Time Commitment (up to 10 hours/week) to the program for the term includes:**

- Design and facilitate 2 x 1 hour Peer Assisted Study Sessions per week for students in KIN 190 Anatomy & Physiology II (Term 1), and KIN 191 (Term 2)
- Attend regularly scheduled weekly meetings with PASS Leaders and the PASS Coordinator within the School of Kinesiology
- Attend 1 x KIN 190 class every 2 weeks (term 1), KIN 191 (term 2)
- Conduct Class announcements to promote PASS sessions
- Document and report PASS session attendance for all sessions
- Meet with KIN 190 instructor during office hours, 1 x per month (term 1), KIN 191 (term 2)
- Post Lesson Plans to the PASS Canvas Site detailing facilitation strategy at least three days prior to facilitating a PASS session
- Post a Critical Reflection to the PASS Online Blog detailing personal experiences and observations of own facilitation strategy within three days of facilitating a PASS session
- Comment on one Learning Plan and one Critical Reflection posted by another PASS leader

**Other responsibilities include:**

- Facilitate exam-preparation PASS sessions prior to final exams in December and April
- Maintain contextual understanding throughout the term on the course instruction and content being covered (assisted by the PASS Coordinator), including attendance at lectures and engagement in Blackboard/Canvas as needed
- Make periodic announcements in class about PASS sessions to the students, as needed
- Provide course schedule and availability for leading PASS sessions and attending weekly meetings and PASS training at earliest convenience.
- Ensure that all PASS assessments and evaluations are completed in a timely manner
- Role-model behaviours conducive to academic success and the creation of a Respectful Environment whenever on resident/campus
- Maintain confidentiality and privacy in accordance to the FIPPA guidelines
- Uphold a professional standard of behaviour around matters such as class standards, grades and student complaints

**General Skills and Qualifications:**

- Currently registered as an undergraduate student in the School of Kinesiology at the University of British Columbia (Vancouver Campus) and have a minimum second year standing
- Completed KIN 190 and KIN 191 at UBC and demonstrated strong academic success in the course (minimum 75%)
- Keen interest in developing facilitation and leadership skills
- Strong interpersonal and communication skills
- Excellent communication and listening skills
- Keen interest in working with a diverse student population
- Passion for enhancing and supporting the Kinesiology student experience
- Ability and willingness to work both independently and collaboratively as part of a team

**Salary:**

\$16.61 per hour for up to 10 hours per week



## Student Learning Components

### Orientation and Training

- Participate in 8 hours of pre-service training with PASS Leaders from other faculties on campus
- Complete UBC's Community Building and Education Training
- Ongoing professional development training will be delivered bi-weekly to enhance their skills
- A Supplemental Instruction manual will be provided to all leaders
- An orientation on the PASS Leader Canvas site will be provided in week one

### Feedback, Ongoing Support:

- The PASS Leader will report directly to the PASS Coordinator and supervised by the Student Engagement Officer.
- The PASS Leader will attend regularly scheduled weekly meetings with other PASS Leaders and the PASS Coordinator. The meetings are designed to discuss work performance, current challenges and opportunities, identify areas of professional/personal development and engage in discussions around student and supervisor's reflections on progress and growth.

### Personal, Professional & Academic Development:

In this role, the PASS Leader will develop the following competencies:

- Group Facilitation Skills
- Self-Responsibility
- Group Management
- Decision-making skills
- Professional behaviour
- Critical and analytical thinking
- Inclusivity
- Self-reflection
- Lesson plan development, delivery, and evaluation
- Team work and collaboration
- Communication skills (public speaking, active-listening)
- Time management

### Reflection:

The student will be required to post a personal critical reflection once per week during each term as well as commenting on a peer's learning plan and critical reflection.

### Workplace skills and graduate competencies:

This position will strengthen highly sought-after transferable skills such as group facilitation, critical thinking, communication, leadership, teamwork and interpersonal skills. The student will also have the opportunity to develop writing skills through reflection activities and professional development workshops.



**Networking:**

- The student will have the opportunity to expand network across the School, university, and wider- community through working collaboratively with staff, faculty and their peers to deliver their weekly PASS sessions.
- PASS leaders will participate in a community of practice triad PASS leaders from other faculties. Through this relationships they will gain insight into different methods of lesson planning, delivery and receive peer support.