

Position Description



Peer Assisted Study Sessions (PASS) Leader

Details

Faculty or Portfolio	Office of the Dean of Students
Division or School or Institute / Team	Student Academic and Peer Support Services
Employment	Casual- Varied hours
Location	Online
Classification	HEW 2 - \$40.32 approx.
Manager	Peer Support Programs Coordinator (PASS)

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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Peer Assisted Study Sessions (PASS) Leader

Overview

PASS is a voluntary academic peer support program that utilises peer-led group study to help students succeed in traditionally difficult subjects or those that are perceived as difficult by students. This position facilitates weekly online Peer Assisted Study Sessions (PASS) in specific units to enhance students' understanding of the unit content and to develop study strategies and skills to improve academic performance in a collaborative, interactive and dynamic group learning environment.

The position reports to the Coordinator Peer Support Programs (PASS), while the Coordinator Peer Support Programs (PASS) is responsible to the Manager Peer Support Services.

Responsibilities

- Plan for and facilitate two 1-hour weekly online PASS sessions (one day-time session and one evening session) using PASS methodologies and approach.
- Administer an asynchronous group site on a weekly basis, posting content- relevant questions and activities for students.
- Set up PASS Zoom meeting sessions for the selected unit as per training and PASS Leader Zoom Guide instructions.
- Ensure session attendance records are updated regularly, and that the attendance procedure is followed.
- Actively recruit participants for PASS sessions, including visiting lectures to promote PASS, communicating on CloudDeakin, creating promotion slides, recording short promotional videos, and sending follow up emails.
- Attend (or view) the weekly lectures or other unit classes, as required.
- Provide electronic files of session plans, slides and other resources used in sessions each week to the PASS team.
- Ensure that all PASS surveys and evaluations are distributed and completed by students.
- Liaise with unit academics to ascertain unit requirements and provide weekly updates on the progress of the PASS sessions.
- Actively participate in ongoing professional development throughout the trimester, including observations and feedback, attending PASS Leader meetings, training sessions and SHS Masterclasses.
- Liaise with the Coordinator Peer Support Programs (PASS) to organise a replacement in case of illness or emergency.
- Refer any issues to the relevant area, such as Health Services, Counselling, Study Support, Student Central, DUSA or other Deakin services, as appropriate.
- Notify the Coordinator Peer support Programs (PASS) in a timely manner about any issues or potential problems related to a student or the program.
- Maintain a professional behaviour and appropriate boundaries at all times.
- Ensure the implementation of all University policies related to the areas for which the position is responsible, in particular, those relating to equal opportunity, occupational health and safety, academic integrity, risk management and staff development.
- Complete your PASS duties from within Australian shores.
- Other duties as directed by the Peer Support Services team.

Relationships

The PASS leader will have regular contact with the Coordinator Peer support Programs (PASS) and Senior PASS Leader to discuss the needs of their session/s and other workplace requirements. The leader will communicate with Faculty academics (as regularly as determined by the academic/s) to discuss promotion, students' communication and feedback. Additional promotion or activities may be required of the PASS leaders, including communication with Deakin staff from other areas and divisions.

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Selection

Qualifications and experience

- A current Deakin student enrolled to continue their studies in Trimester 1 2025.
- Successfully completed at least one trimester at Deakin.
- Received a grade of D or HD in the selected unit.
- Demonstrated unit content competency.
- Excellent communication and interpersonal skills.
- Previous experience as a PASS leader and/or in peer mentoring desirable, but not essential.
- Preference will be given to students who are enrolled in an undergraduate Deakin course.

Capabilities

1. **Communicating with Influence:** Engages and energises others through clear and persuasive communication.
2. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others.
3. **Creating and Innovating:** Explores concepts and insights, generates new ideas and a range of innovative solution.
4. **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions.
5. **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials processes and systems.

Special Requirements

- Time commitment of up to 4 hours per week.
- Work outside business hours is required i.e. work in the evening.
- Access to a computer, headphones and a stable internet.
- Working with Children Check (refer to recruitment procedure).
- Successful completion of the Students Helping Students Online Foundation Module training and attendance of the PASS Leader training day, as well as any other required employment induction modules.

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.