

Forestry Peer-Assisted Study Session (PASS) Leader

Wage: \$21.77/hour, for maximum 10 hours per week (maximum of 240 hours for the year)

Deadline to apply: Sunday, August 18th, 2024

Send cover letter and resume to: lydia.braam@ubc.ca

In your cover letter or resume, please indicate which of the PASS courses (listed below) you have taken

Position Summary

Peer-Assisted Study Sessions (PASS) are high quality, informal drop-in and collaborative study sessions connected to a specific course, led by PASS Leaders. 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. This program is run jointly between the Faculty of Forestry and Faculty of Land and Food Systems. PASS leaders work collaboratively to design and facilitate PASS sessions that engage learners in collaborative learning activities that emphasize effective study techniques for specific courses. PASS leaders will lead two sessions per week, facilitating learning activities that emphasize study skills and learning strategies.

Position Duties:

For the 2024/25 academic year, the PASS Program will be supporting courses in Mathematics, Applied Biology, Biology, Chemistry, and Economics. Each PASS leader will lead sessions for one of the identified courses per term (i.e. either BIOL 121 or MATH 190 or MATH 180, CHEM 121, or ECON 101 in Term 1). PASS Leaders will deliver approximately 22 sessions per term (two per week over 11 weeks). PASS leaders are responsible for both the session design (1) and session delivery (2).

1. Session Design:

- Design a learning plan for two 1-hour Peer-Assisted Study Sessions per week for BIOL 112, MATH 180, ECON 101, CHEM 121, MATH 101, MATH 190, BIOL 121, or APBI 200
- Attend the class for which they are designing sessions (up to 3hrs/week)
- Meet with the course instructor during office hours if needed

2. Session Delivery:

- Facilitate two 1-hour Peer-Assisted Study Sessions per week for BIOL 112, MATH 180, ECON 101, MATH 103, MATH 190, BIOL 121, or APBI 200
- Facilitate 1 exam-preparation study session prior to midterms and final exams
- Keep track of weekly student attendance (collecting attendance at sessions and submitting through attendance tracker on Qualtrics afterwards)

Other responsibilities:

- Make periodic announcements in class about PASS sessions to students (required at start of term, as needed at other times)
- Attend regularly scheduled meetings (1/month) with PASS Leaders and the Student Engagement Officers
- Role-model behavior conducive to academic success and the creation of a respectful environment when carrying out responsibilities of the PASS leader role

- Complete required weekly administrative tasks (submitting session attendance, weekly reflection and session plans online)

Supervision Received

PASS leaders will report to and receive direction from the Student Engagement Officers, Faculty of Forestry and Faculty of Land and Food Systems, and the Student Transition and Engagement Advisor, Faculty of Land and Food Systems. Supervision from the Student Engagement Officers And Student Transition and Engagement Advisor will include regular team meetings with all PASS leaders to develop session plans, clarify questions, discuss challenges and identify areas for improvement. PASS Leaders will additionally submit weekly reports to their supervisors summarizing how their sessions went, identifying areas for further exploration, and communicating any needs or support they would like to receive.

Level of Complexity of Tasks

The PASS leader acts a peer leader through role modeling and active engagement. This peer-peer model is the main complexity of the role, as well as the independent nature of facilitating study sessions. Overall, these roles will be required to make independent decisions of moderate complexity, with the support of the Student Engagement Officer.

Qualifications:

Education level:

- A UBC undergraduate student enrolled in the Faculty of Forestry in good academic standing (see below for specific academic requirements), in second-year or higher

The successful candidate will possess the following skills, knowledge, and experience:

- Will need to have completed and demonstrated strong academic success (minimum 75%) in the following courses:
 - At least one of:
 - BIOL 121, MATH 180*, MATH 190*, CHEM 121, ECON 101 (*or equivalent MATH course)
 - At least one of:
 - APBI 200, BIOL 121, BIOL 112, ECON 101, or MATH 101
- Ability to work independently and as a collaborative team member
- Keen interest in developing facilitation and leadership skills
- Experience facilitating group activities an asset
- Experience working in an academic or educational setting (Teaching Assistant, activity instructor, etc.) an asset
- Ability to adapt and prioritize work to meet deadlines
- Demonstrated effective interpersonal, oral and written communication skills

Contribution to the Goals of Forestry Student Services

The Forestry Student Services team provides academic, student engagement, and career support for all undergraduate students, from orientation to graduation. PASS leaders play an integral role in the holistic (academic, social, personal) support of first-year students. The PASS Program, and its leaders, directly support Student Service's goal of providing academic support for Forestry students. The student makes a direct impact on the quality of services and programming that Forestry undergraduates receive and helps refine existing systems with their student perspective.

Training will take place in late August (online) and early September (in-person)

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