

Employment Opportunity (CLAY / ISEF)

Office of the Master, New College

York University's Community for ADMS, HRM, ITEC and DEM



Want to help other students, grow your leadership skills and earn some money? We are hiring up to 12 PASS Leaders for the academic year of 2016/2017!

About PASS: PASS stands for Peers Assisting Student Success: Weekly group learning sessions for difficult courses, facilitated by a "PASS Leader" - a student who has mastered the course in the past with an A or A+.

In the FW 2016/2017 terms, the following PASS Sessions will probably be offered by New College, York's community for the Schools of ADMS, HRM and ITEC:

- **ADMS 2500 (Financial Accounting)**
- **ADMS 2510 (Managerial Accounting)**
- **ADMS 2320 (Quantitative Methods I)**
- **ADMS 3330 (Quantitative Methods II)**
- **ADMS 3530 (Finance)**
- **ADMS 3585 (Intermediate Financial Accounting I)**
- **ADMS 3595 (Intermediate Financial Accounting II)**

Job Description: The PASS Leader will conduct one PASS session per week, two hours in duration. At the PASS session, Leaders facilitate activities and discussions to enhance the learning and skills of students by encouraging participation and active discussion in reviewing weekly course material and preparing for the upcoming exams. The PASS Leader will also be required, in two paid hours per week, to review the course materials and prepare/revise handouts in advance in order to conduct the PASS session. The PASS Leader may also be required to attend occasional meetings (one hour duration) and to promote his/her PASS Sessions (e.g., by classroom visits). On mutual agreement, additional paid activities may include facilitating Online PASS Sessions and Online work groups (e.g. Facebook).

The PASS leader is part of an exciting New College team of student leaders who are committed to sharing their skills and knowledge with fellow students to help them succeed.

Find out more about PASS: <http://new-college.laps.yorku.ca/pass/>

Hours Per Week: 4 - 8 hours per week (CLAY position/domestic students) or 4 - 6 hours (ISEF position/international students)

Hourly Wage: \$13.00 per hour

Qualifications:

- Must have attained at **least an A** in the course for which s/he facilitates PASS Sessions. If you want to facilitate Fall/Winter PASS Sessions **for a course in which you are currently enrolled**, you can apply provided that your current weighted average grade in this course is A or A+. Please attach documentation for this to your resume. Interviewing and hiring will be pending your overall course grade at the end of the term which must be an A or A+.
- Possess superior communication skills (written and oral) and superior attention to detail.
- Proficiency using Microsoft Word.

Eligibility:

- **Domestic students** must meet the Registrar's Office and Student Financial Services, CLAY student eligibility requirements, including requirements for ongoing enrolment: <http://sfs.yorku.ca/employment/clay>
Please complete your Student Financial Profile (SFP) for eligibility determination before your interview: <http://sfs.yorku.ca/aid/sfp/>
- **International students** must meet York International's **ISEF** eligibility requirements, including requirements for on-going enrolment: <http://yorkinternational.yorku.ca/current-international-students/immigration-information/working-in-canada-opportunitiesandrequirements/>
Please submit your application to York International before your interview for eligibility determination: <http://yorkinternational.apps01.yorku.ca/machform/view.php?id=16601>

Deadline: **10:00 am, Monday, July 18, 2016:** <http://www.yorku.ca/newcol/forms/view.php?id=28>
You will be required to upload your resume and cover letter, complete with your student number.

* Late applicants will not be considered.

* Training will be provided.

Please note, only those selected will be contacted for an interview.

If you have any questions, please contact the Office of the Master, New College at newcol@yorku.ca or 416-736-5233.