Employment Opportunity

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 PASS Leaders for the 2017-2018 Fall and Winter terms to facilitate PASS Sessions.

PASS Leaders will be selected for each of the following courses:
- ADMS 1500 (An Introduction to Accounting: The Analysis and Use of Financial Information)
- 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)
- ITEC 1620 (Object-Based Programming)

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 completed the course in the past with an A or A+.

Job Description: The PASS Leader will conduct one PASS session per week, two hours in duration. At the PASS Session, the PASS Leader facilitates 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/or to promote his/her PASS Sessions (e.g., by classroom visits).

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 - 5 hours per week
Hourly Wage: $14.00 per hour

Qualifications:
- Must have attained at least an A in the course for which s/he facilitates PASS Sessions.
- Possess superior communication skills (written and oral) and superior attention to detail.
- Proficiency using Microsoft Word.

Eligibility:
- Domestic students must meet 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 ongoing enrolment: http://yorkinternational.yorku.ca/current-international-students/immigration-information/working-in-canada-opportunities-and-requirements/
  Please submit your application to York International for eligibility determination before your interview: http://yorkinternational.apps01.yorku.ca/machform/view.php?id=16601

Deadline: 10:00 am, Monday, July 31, 2017: http://www.yorku.ca/newcol/forms/view.php?id=28
You will be required to upload your resume and cover letter. Please provide your student number on your cover letter.

Please Note:
- Late applications will not be considered.
- Only those selected will be contacted for an interview.
- Failure to follow the instructions laid out in this job posting, will automatically disqualify you from eligibility.
- Training will be provided.

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