Employment Opportunity

Office of the College Head, 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 2019-2020 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 3210 (Applied Data Communication and Networks)

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 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 their 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.

To find out more about PASS: http://new-college.laps.yorku.ca/pass/

Hours Per Week: 4 - 5 hours per week

Hourly Wage: $15.00 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.

Eligibility: - Domestic students must meet Student Financial Services’ CLAY eligibility requirements, including requirements for ongoing enrolment: http://sfs.yorku.ca/employment/clay
Please submit your SFP to Student Financial Services for eligibility determination as soon as possible: 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-opportunitiesandrequirements/
Please submit your ISEF application to York International for eligibility determination as soon as possible: http://yorkinternational.apps01.yorku.ca/machform/view.php?id=16601

Apply by: 10:00 am, Monday, July 15, 2019: http://www.yorku.ca/newcol/forms/view.php?id=120
You are required to upload your resume and a 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 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 College Head, New College at: newcol@yorku.ca or 416-736-5233

The Work/Study Student program provides on-campus job opportunities for eligible York University undergraduate students. Work/Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work/Study Student employees to receive experiential on-the-job training, guidance and mentorship. Under the guidance of permanent staff members, Work/Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.