

ROLE DESCRIPTION



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

He kura te tangata

Primary work unit	Te Pūrengi - Student Experience and Wellbeing
Responsible to	PASS Coordinator--Te Taiako Student Learning
Responsible for	No direct reports
Position status	Casual
Hours of work	See 'key responsibilities' section on page 2
Salary	\$23.00
Our vision	Te Herenga Waka—Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.
Our mission and purpose	Te Herenga Waka—Victoria University of Wellington's mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.
Our values	Te Herenga Waka—Victoria University of Wellington's core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.

Te Herenga Waka —Victoria University of Wellington

Te Herenga Waka - Victoria University of Wellington is New Zealand's globally ranked capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. The University values the expertise of its staff in supporting and enabling teaching, research and engagement activities.

Victoria University of Wellington is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to the University's Strategic Plan. Mā te rautaki tātou e koke whakamua (via the strategy we strive to move forward together).

For further information about the University go to <http://www.wgtn.ac.nz>

Position purpose

The role of PASS (Peer Assisted Study) Leader is to:

- facilitate a study group (up to 20 students) on a weekly basis, on-campus and/or online or in Halls of Residence as required
- Promote 'active learning' and group interaction, by fostering a supportive learning environment
- Introduce effective study skills and strategies to assist group participants gain a deeper understanding through discussing and critically thinking about their subject knowledge

Position location

The PASS Leader role is located in Student Learning *Te Taiako* within Te Pūrengi Student Experience and Wellbeing (SEW). Student Learning provides skill and development opportunities for students to optimise their learning experience and is part of the Retention, Achievement and Equity group of SEW. Te Pūrengi Student Experience and Wellbeing provides a range of management, professional and academic services to enhance both the student experience and academic achievement from recruitment through to graduation.

Strategic context

Student Learning has a strategic/operational plan which is aligned to the University's Strategic Plan. The PASS Leader will help Student Learning with its goals by providing peer support for first-year students helping them successfully pursue their academic path, passing courses and papers and consequently supporting student retention, wellbeing and achievement at Victoria University of Wellington.

Key responsibilities

The PASS Leader will

- Attend leadership, health & safety and online and in-person group facilitation training
- Prepare resources and materials
- Deliver weekly study sessions (weeks 3-10 of trimester)
- Communicate regularly with their Mentor and/or Student Learning staff (email *and* in person)
- Liaise with course coordinator and fellow leaders
- Post weekly online (SharePoint) reflection after each session
- Maintain accurate (Excel) attendance records after each session

The PASS Leader role entails approximately 20-30 hours per trimester:

- Training (4 hours)
- Preparation time (30 minutes per week) = 5 hours per trimester
- Facilitating one (or two) 50-minute study session(s) per week = 10-20 hours per trimester

Outcomes

- High-quality facilitation of weekly PASS study sessions (online and/or in-person)
- Timely and accurate SharePoint reporting on attendance and session activities
- Ongoing communication with fellow leaders, course coordinators, Mentors and SL staff

Key relationships

The following positions report directly to the PASS Coordinator at Student Learning.

The PASS Leader will develop and maintain excellent working relationships with members of the PASS team, including Mentors and staff in Student Learning. They will also develop and maintain excellent relationships with the course coordinator and students in their study group as required to perform effectively in the position.

Competencies

Competency	Demonstrated by
Client focus	Understands and believes in the importance of client service; listens to and understands the needs of internal and external clients; displays a professional, courteous and empathetic approach; considers equity and diversity issues in interactions; meets and exceeds client needs to ensure satisfaction
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Questions the way things are done; encourages discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo
Communication	Clearly and concisely communicates with students, course coordinator, fellow Leaders, Mentors and Student Learning staff, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions, commits to a course of action, and informs others as appropriate
Teamwork	Works co-operatively, respects, and is open with others in a team setting in order to achieve results and team goals

Selection criteria

- Having excelled in relevant course within past two years
- Good grades (GPA of B+ or better)
- Excellent communication and interpersonal skills
- Experience in group facilitation
- Willingness to help others learn

Delegations

There are no delegated authorities for this position.