Position Title: PASS Assistant Peer Helper  
Department: Student Success Centre  
Term: Fall 2018/Winter 2019  
Number of Positions: Open until filled  
Hours: 3-5 hours per week  
Length of Position: September 2018 – April 2019

This is a competitive student leadership volunteer opportunity open to all University of Calgary students.

**POSITION DESCRIPTION**

Peer Assisted Study Sessions (PASS) helps students succeed academically in their courses by offering alternative approaches and strategies to tackle course material that students may find difficult. Students get as much out of a PASS seminar as what they put in: if you collaborate, answer questions, and work with others, you will learn a lot and probably make a few friends too!

The PASS Assistant position specifically supports the PASS Leaders and PASS program at the Student Success Centre. Peer Helpers in this position will have the opportunity to learn and support supplemental instruction approaches in PASS-supported courses. There is an opportunity to co-facilitate, depending on the Peer Helper’s comfort level. PASS Assistant Peer Helpers must foster positive interactions with students and Student Success Centre (SSC) staff and have knowledge of Student Success Centre programs, as well as other resources at the University of Calgary. Successful candidates will have a positive attitude and willingness to help others.

The PASS Assistant is considered a Peer Helper position, and not a stepping stone for the PASS leader position. Volunteering as a PASS Assistant does not guarantee a position as a PASS leader. PASS Assistants are invited to apply for the PASS leader positions, and will be considered in the recruitment process if they have the necessary skills and experience required for the PASS leader positions.

**TASKS AND RESPONSIBILITIES:**

- Assist the main PASS leader in the PASS sessions, including, but not limited to:
  - Meeting weekly with the assigned PASS leader to prepare for upcoming PASS sessions
  - Assisting with the setup and cleanup of PASS sessions
  - Assisting with various activities during PASS sessions
  - Triaging student inquiries and make supportive referrals to professional staff both inside and outside the Student Success Centre to ensure student concerns are addressed
- Have working knowledge of Student Success Centre programs and staff members
- Assist with PASS programming for students (e.g. providing feedback on resources, posting on D2L)
- Other duties as assigned.
BENEFITS:
- Increase your knowledge of PASS and Student Success Centre resources and develop effective use of Student Success Centre academic strategies
- Gain communication, leadership, problem-solving and interpersonal skills
- Experience in a professional office setting, with exposure to performing tasks independently as well as part of a team
- Network with other student leaders, as well as University of Calgary staff
- Professional development opportunities through Student Success Centre and other campus offices (SU Wellness Centre, Career Services, Leadership and Student Engagement, etc.)
- Develop one-on-one customer service skills through student interaction and opportunity to enhance presentation and facilitation skills
- Credit on the Co-Curricular Record
- Become part of the Peer Helper community throughout offices across campus
- Valuable leadership training opportunities provided to all UCalgary Peer Helpers
- StrengthsQuest Assessment code to identify your “Top 5 Themes of Talent”
- Access to the Peer Helper Office Space (MSC 450)

COMMITMENT:
The time commitment of this position is on average 3 - 5 hours per week. PASS Assistant shifts are based on the PASS session schedule. Shift times will be established at the start of PASS sessions of each term. Your commitments will include:
- Attending PASS Assistant Peer Helper training in the Fall & Winter (Dates TBD)
- Attending Leadership Exchange 2019
- Meeting and preparing weekly with the PASS leader to prepare for the sessions
- Attend assigned PASS sessions and assist the PASS leader during these sessions
- Helping with W2RAP-UP at the end of the Fall and Winter terms
- Attending monthly PASS Assistant Peer Helper Team Meetings
- Participating in monthly 1:1 check-in & feedback sessions with the PASS Coordinator to ensure you are well supported and thriving
- This position runs from September 2018 to April 2019

PEER HELPER PROFESSIONAL DEVELOPMENT:
The Peer Helper Program is made up of over 300 students every year, who are involved in 19 different on-campus offices. Part of being a Peer Helper involves ongoing professional development, and in 2018-2019, all Peer Helpers will complete the online training offered in the Fall, as well as attend the Winter term’s Leadership Exchange 2019 (exact date TBA).

QUALIFICATIONS:
- Achieved an A- or higher in a PASS-supported course
- Available to attend 2/3 PASS sessions per week of the designated PASS course
- The PASS Assistant Peer Helper must not work in any other capacity that has a direct conflict of interest with the PASS-supported courses (TAing, private tutoring, external tutoring companies, etc.)
- Interest in academically supporting students and in connecting them with valuable on-campus resources
- Good familiarity with the University of Calgary Community (student services, academic policies, etc.)
- Demonstrated ability to succeed academically while maintaining other commitments
- Comfortable with approaching and connecting with other students
• Demonstrated professionalism, maturity and good judgment;
• Excellent oral and written communication skills;
• In good academic standing;
• Proficiency in Microsoft Word, Excel and PowerPoint (or Pages and Keynote); and
• Have experience working with student groups.
• As the Peer Helper Program is meant to enhance the student experience and supplement academic learning, all Peer Helpers must demonstrate their ability to balance their academics with their extracurricular commitments, and must be in good academic standing
• All Peer Helpers must be in good standing with the Office of Student Conduct

CONDUCT STATEMENT
This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of “Probation for Non-Academic Misconduct” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office. Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

APPLICATION PROCESS
To apply, please submit an online Peer Helper application form available on the Peer Helper Program’s website by 4:30pm on September 26th. The application form can be found here: www.ucalgary.ca/peerhelper/apply/application-form. If you have any questions, please direct them to sarah.ha@ucalgary.ca