

November 13th, 2012



Norman Bethune College

Dear Bethune College Students:

You are invited to apply for the Peer-Assisted Study Session (PASS) Leader positions available for the Winter 2013 term. The deadline for submitting an application is **Saturday, November 17th, 2012** (details follow). Please do not wait until the deadline, but submit your application ASAP to bcpass@yorku.ca (please see details below).

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Below please find the specific roles, responsibilities and duties, as well as the job description, of the PASS Leader position. You can also check out the current PASS program at Bethune College by visiting <http://bethune.yorku.ca/pass/>. Your ability to negotiate your way independently through the application process will be a necessary and essential condition for considering your application.

Please follow the steps below if you have successfully completed one of the following courses with a **minimum** grade of **A**: CSE 1030, MATH 1019.

PASS Leader: job responsibilities and details

1. PASS Leaders will attend **all** lectures presented by the course director/instructor during regular class hours for the course section they are responsible for.
2. PASS Leaders will hold two 90-min organized study sessions per week (for the FW2012-2013: Monday-Friday between 2:30-10:00 pm) for the course they are responsible for. During these study sessions, PASS Leaders will **facilitate** the understanding of the material to students enrolled in the course
3. PASS Leaders will hold 2 office hours per week to plan and prepare their PASS sessions.
4. PASS Leaders **MUST** attend PASS Leader Training (two 10-hour sessions) prior to commencing their position. PASS Leader Training will be held on January 4th and 5th, 2012. Failure to undergo PASS Leader Training for any reason will disqualify the candidate.
5. PASS Leaders **MUST** attend a Basic Peer Leadership Training Day (between 9:00 am until 6:00 pm) on Sunday, January 13th, 2013. Failure to undergo Basic Peer Leadership Training for any reason will disqualify the candidate.
6. PASS Leaders **MUST** complete all the training modules required by York University, for example WHMIS I (<http://www.yorku.ca/dohs/training-whmis.html>), Workplace Violence Prevention (<http://www.yorku.ca/dohs/training-workplaceviolence.html>), Workplace Harassment Prevent for Non-Academic Employees (<http://www.yorku.ca/dohs/training.html>), or other modules (some can be completed online). Failure to undergo the training modules for any reason will disqualify the candidate.



7. PASS Leaders will work closely with the PASS Coordinator and the Bethune College Academic Advisor.
8. SOS Executive will evaluate all applications and will invite only strong applicants for an interview. Upon completion of the interview, the SOS Executive will invite the successful applicants to become PASS Leaders for the Winter 2013 term.
9. PASS Leaders will read and contribute to the discussions posted on an online discussion forum using Facebook pages established for students attending PASS to enhance the understanding of the material.
10. PASS Leaders MUST be discreet in their interaction/communication with students attending PASS, and will be required to sign a Confidentiality Agreement.
11. Prior experience as a PASS Leader or a tutor is advantageous, but not necessary.

Application process

Applicants need to complete the following steps. Failure to follow these instructions will disqualify the applicants:

1. Submit the items below to the BC Academic Advisor at the following email address: bcpass@yorku.ca. Insert the following in the 'Subject' heading: "**PASS Leader Application**".
 - a. *Résumé/CV, maximum of 2 pages*. Name the résumé/CV file as follows: "FIRSTNAME LASTNAME – RESUME - DATE", example: "JANE SINGH – RESUME – NOVEMBER 17 2012".
 - b. *Statement of interest, maximum of 500 words*. Name the statement of interest file as follows: "FIRSTNAME LASTNAME – STATEMENT OF INTEREST - DATE", example: JOHN AZIZ –STATEMENT OF INTEREST– NOVEMBER 17 2012". The applicants need to describe -1- prior relevant experience, skills and strengths they possess that would make them excellent candidates, -2- what they can bring to the position (ideas, projects, events, functions, etc...) to improve and promote the PASS program, and -3- what they expect to gain from becoming PASS Leaders.
 - c. *Unofficial Copy of Transcript of Records*. Name the unofficial copy of transcript of records file as follows: "FIRSTNAME LASTNAME – TRANSCRIPT OF RECORDS - DATE", example: DAVID WONG – TRANSCRIPT OF RECORDS – NOVEMBER 17 2012". Ensure that you have achieved a *minimum* grade of **A** in the specific course you are interested in.
2. **Please submit your résumé/CV, statement of interest and transcript of records to bcpass@yorku.ca by Saturday, November 17th, 2012.**
3. Submit the Student Financial Profile (SFP) by November 20th, 2012 at the following link: <http://sfs.yorku.ca/aid/sfp/index.htm>. The applicant must qualify for a CLAY position AND be approved by York in order to become a PASS Leader.



4. Apply for the position before November 20th, 2012 on the Career Centre website <http://www.yorku.ca/careers/>. The applicants will need to sign in through <http://www.yorku.ca/careers/onlinesystem/>. When the applicants apply for the position, they should apply for ONLY ONE of the PASS Leader positions listed for Bethune College.
5. Once the SFP has been approved, the candidates will be offered PASS Leader positions.
6. Payment and hours for FW2012-2013: \$12/hour, for 8 hours/week, for 12 weeks/semester. In addition to the PASS Leader Training, and Basic Peer Leadership Training sessions.
7. Payment frequency: Paid bi-weekly upon submission of her/his Record of Hours (a form which would be distributed to the successful candidate) to the PASS Coordinator by specific due dates.

If you are interested in applying for the PASS Leader positions, please send your résumé, statement of interest and transcript of records to bcpass@yorku.ca no later than **Saturday, November 17th, 2012**. You will be contacted for an interview shortly afterwards.

Best wishes,

Mazen Hamadeh

Bethune College Academic Advisor

Phone: 416-736-2100 ext. 33940

Email: nbcacadv@yorku.ca

