



Peer Assisted Study Session Leader Job Description

Location: Madison Hall 136

Supervisor: Dr. Diana Bell

Phone: 824-3142

Hourly Wage: \$8.00 to \$10.00 (CRLA Certified) per hour

Required Hours: 10 hours per week, arranged by semester

Purpose of job:

To assist students in academic achievement by working closely with faculty, attending classes and holding Peer Assisted Study Sessions (PASS) to review and reinforce course content. PASS is a supplement to teaching.

Job Description:

- Conduct 1 hour Peer Assisted Study Sessions 3 times per week and exam reviews as needed
- Hold 2 – 4 regularly scheduled office hours a week for academic tutoring
- Maintain a weekly schedule for PASS
- Keep regular and accurate records of PASS, using the required software and/or related forms
- Complete and submit all paperwork, including a PASS Planning Sheet for each session
- Attend class for which you are tutoring
- Make contact with the instructor at least once prior to the semester and at least bi-weekly during the semester to obtain any necessary course materials or information
- Develop and maintain relationships with course content professor, student participants, and ARC director
- Attend all training sessions in order to obtain CRLA certification
- Integrate study strategy techniques with course content
- Function as a model student in the programmatic framework of PASS
- Assist with additional duties as needed

Qualifications:

- Completion of the particular course for which tutoring is being performed, earning at least a “B”
- 3.0 or higher GPA and good academic standing
- Recommendation from an instructor for the course and one other academic reference (see reference form)
- Good interpersonal communication skills and ease in relating to people from a variety of educational, cultural and social backgrounds
- Evidence of excellence in responsibility, reliability and punctuality
- Strong verbal and written communication skills
- Appropriate and professional behavior at all times
- Current full time enrollment as an undergraduate UAH student – Co op students are not eligible.