



EXCEL MATHEMATICS CENTER

PEER-ASSISTED STUDY SESSION LEADER

JOB DESCRIPTION

Attend all class meetings of the selected course, take notes, review homework problems, and read any assigned materials, including textbook(s) and supplemental readings. Conduct at least two one-and-a-half-hour study sessions per week throughout the semester, using strategies learned in the PASS Leader training workshop and in-service training sessions. A PASS Leader may be asked to provide extra sessions, for example, prior to exams.

To market their sessions to students, PASS Leaders are expected to make announcements in class and to reach out to students via Canvas, email and/or text messages. PASS Leaders communicate regularly with the course professor regarding course content and student needs. The PASS Leader will create handouts and materials for use during their sessions. Additionally, PASS Leaders meet regularly with their mentor and attend monthly staff meetings in the Math Center.

Peer-Assisted Study Session Leader Qualifications

- Junior, senior, or graduate standing preferred. Exceptions may be made for qualified candidates.
- An overall GPA of 3.0 or above is required. Exceptions may be made for qualified candidates.
- A grade of A or B in the selected course is preferred; exceptions may be made for candidates who demonstrate proficiency in the course material (may determined by a short quiz).
- Excellent interpersonal and communication skills are required (determined in a personal interview).