



MATH EXCEL CENTER

PASS LEADER JOB DESCRIPTION

Attend all class meetings of the selected course, take notes, do homework and read all assigned materials, including text(s) and supplemental readings. Conduct at least two one and a half hour study sessions per week throughout the semester, using strategies learned through the PASS Leader training workshop, and through in-service training with the PASS supervisor or assistant supervisor. The PASS Leader will create handouts and materials for use during sessions. A PASS Leader may be asked to provide extra sessions, for example, prior to exams. Additionally, PASS Leaders will meet regularly with the PASS supervisor (or assistant supervisor) for debriefing sessions, and will maintain contact throughout the semester with the course professor.

PASS Leader Qualifications

- Junior or senior standing is 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.
- Prior enrollment with the course instructor is preferred.
- Content competency is required (may be determined by prior grade, or a short quiz).
- Good interpersonal and communication skills are required (determined in a personal interview).