Under the general supervision of the SEAS Executive Director, the SEAS PASS Leader will assist students in their academic success by facilitating individual and group study sessions during Study Hours, and also meeting with students by appointment. PASS Leaders should exhibit mastery in writing, effective communication skills, and the ability to explain complex concepts to people with a variety of learning styles. PASS Leaders should be patient and prepared to vary their strategies based in the student’s level of understanding.

**Duties include, but are not limited to:**
- Facilitation of individual and group study sessions
- Facilitation of academic workshops
- Providing academic support
- Maintain excellent academic competence in assigned content areas
- Establish and regularly submit records of student participation, student progress and/or academic outcomes for each contact session
- Coach students in study skills
- Guide students in their learning habits
- Possible research and development of materials to complement certain course curriculums
- Assignment to projects, outreach events, and/or administrative duties
- Participate in professional development and workshops as directed
- Other duties as assigned.

**Minimum Qualifications:**
- A cumulative GPA of at least 3.0
- Good academic standing while enrolled and employed as a SEAS PASS Leader
- Good interpersonal communication skills
- A developing knowledge of tutoring approaches, fundamentals of teaching and learning principles, and an awareness if appropriate resource materials
- Ability to commit to hours arranged
- Good organizational skills and a commitment to helping students
- Commitment to student success and personal development
- Ability to provide assistance with test-taking strategies, note taking skills, and time management

**Applicants must be available the following dates:**
August 12th - 16th, 2019 (9am-5pm) for training

SEAS is an at-will employer. Federal Work Study (FWS) is not required, but students with FWS are encouraged to apply.

Hours will range between 6-12 hours per week, and begin at a rate of $14.50 per hour.

If you have any further questions regarding this position, please contact Student Equity and Success (SEAS) at seas@csueastbay.edu.