1. Purpose of position

This position exists to facilitate Peer Learning Sessions, the aim of which is to provide academic assistance and social inclusion opportunities for first year students who are enrolled in historically difficult subjects. The Peer Learning Sessions focus on reviewing unit content and developing study skills and are designed to support the transition and retention of students new to Curtin.

2. Accountabilities and Responsibilities

- Review unit materials, take notes and read assigned materials;
- Prepare and facilitate at least three to five 50-minute study sessions per week;
- Adhere to essential peer facilitation techniques and strategies;
- Work with other Peer Learning Facilitators (PLFs) to prepare sessions;
- Liaise with Peer Support Project Coordinator, Peer Learning Supervisor, Senior PLF/s, Unit Coordinators, other faculty teaching staff and other PLFs as required;
- Undertake to continually develop facilitation skills through regular observations and meetings with the Peer Learning Supervisor and other PLFs;
- Regular reports to Peer Support Project Coordinator and Peer Learning Supervisor of student learning issues that impact on the transition and retention of students enrolled in the unit;
- Complete all administrative tasks associated with the position in a timely manner; and
- Undertake other duties which might reasonably be expected of the incumbent and which are consistent with the specific accountabilities and responsibilities outlined above.

Compliancy and Legislative Knowledge

- University policies and procedures and relevant appropriate legislation will be complied with; and
- Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements will be met in accordance with the parameters of the position.

3. Working Relationships

**Internal**
- Peer Support Project Coordinator
- Peer Learning Supervisor
4. Position Dimensions

The *Review of Australian Higher Education* (Bradley Report) combined with the Commonwealth Government’s policy and budget responses have resulted in the requirement for universities to increase their undergraduate enrolments of Australians from socially disadvantaged backgrounds, including Indigenous peoples and those from regional and remote areas. As part of this initiative to increase equity (particularly for Low Socio-Economic Status students) and improve student retention, Peer Supported Learning is being introduced in a targeted way at Curtin.

The Peer Support program’s goals are to:

1. Reduce rates of failure and early withdrawal within targeted units
2. Improve student grades in targeted units
3. Increase the persistence and graduation rates of students
4. Assist students to make a successful transition to tertiary study and life at university
5. Develop transferable study skills and independent learners

This program is located in START:

**Organisational chart**
5. Selection Criteria

Applicants are not required to address each element of the selection criteria, but should provide sufficient information in their application to enable the selection panel to make an informed assessment of their suitability for the role.

Applicants need to consider Curtin’s Values and how they apply to the advertised position. Curtin is looking for a demonstrated commitment in your professional and/or personal life to the Values of Curtin which are:

- **Integrity** - being consistently honest and trustworthy in all activities
- **Respect** - having regard for self and others
- **Fairness** - ensuring just decisions through open decision-making
- **Care** - acting to ensure the welfare of others

**Work Requirements**

**Police Clearance**

**Essential Criteria**

- 2\textsuperscript{nd}-3\textsuperscript{rd} year students with a credit average or above in their course to date;
- A distinction or above in the subject area of the relevant unit(s);
- Excellent interpersonal and communication skills;
- Demonstrated commitment to teamwork, as well as the ability to work without supervision;
- Competence in using personal computers and widely used associated applications (e.g. Word, Outlook, Excel, Internet Explorer); and
- Demonstrated commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.

**Desirable**

- Involvement in community work
- Experience in the hospitality industry
- Experience in leadership
- Intercultural communication skills

**Endorsement**

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<th>Name: (Associate Director)</th>
<th>Dr Jim Elliot</th>
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