



Student Labor Position Description

Multi Work-Learning-Service Level Form

(For combining up to two Work-Learning-Service levels (WLS) on the same form)

Department Name: Art Department

Org. #: 2105

Position Title: Receptionist Desk Attendant

WLS Levels: 1 -- 2 Position Codes: S69107 , S69108

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: 2009

WORK-LEARNING-SERVICE LEVELS (WLS)

- **WLS 1 – Entry Level** – This level is assigned to the following:
 1. All entering students during the first year of enrollment (or first term if entering mid-year); and
 2. Students of any classification whose work is characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks, and requiring direct supervision of worker results
- **WLS 2 – Intermediate Level** – This work typically involves less direct supervision than WLS Level 1, perhaps more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.
- **WLS 3 – Skilled Level** – The work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out.
- **WLS 4 – Advanced Level** – Normally involves the supervision of other students, the ability to apply advanced skills, and the capacity to assume higher levels of responsibilities for departmental operations. As with WLS Level 3, the work is typically skilled, requires little direct supervision, allows for independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out. Labor Departments may require WLS level 4 positions to be more than the minimum 10 hour commitment; if so, the Status Form will reflect this requirement.
- **WLS 5 – Management Level** – **Must be a 15 hour commitment – Allocation of a WLS Level 5 is limited and must be approved by the Dean of Labor / Labor Team.** *Prerequisite: One term at WLS level 3 or 4 and no forms of academic, labor, or social probation.*

This level demands an understanding of departmental policies and relationships. Students are expected to develop and model strong interpersonal / communication skills in the workplace. In addition, students must demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs. This level is assigned to the following:

 - Student managers in the department; or
 - Students responsible for managing highly technical positions within the department; or
 - Master level student artisans
- **WLS 6 – Director Level** – **Must be a 15 hour commitment – Allocation of a WLS level 6 is limited and must be approved by the Labor Program Council.** *Prerequisite: One term at level 4 or 5 and no forms of academic, labor, or social probation.*

Students assigned to this level serve as role models as workers and as students, displaying behaviors and values that are consistent with the Berea College Workplace Expectations -- both on and off the job. These positions require the highest levels of worker autonomy, advanced skills sets, and supervisory responsibilities for individuals, student managers, and departmental operations. Students must be involved in the following:

 - Supervision of other student managers; or
 - Supervision of students in highly technical positions
- **WLS UC -- Unclassified** – The positions of Student Government Association President, Campus Activities Board chair, chimes Editor, and pinnacle Editor are unclassified. These positions involve the highest levels of autonomy and responsibility as in the case of WLS level 6 positions.

I. WLS Levels 1 -- 2

II. Description Of Duties For This Position:

A. The following duties are assigned to WLS level 1:

1. Monitor the galleries and graphics lab
2. Inform all students to sign in when entering the graphics lab
3. Answer phones in a proper manner and take messages, if necessary.
4. Arrive at the desk five to ten minutes before schedules time to relieve the receptionist on duty
5. Obtain basic knowledge of current exhibitions and events in the Art Building
6. Alert supervisors when artwork or exhibits are being touched
7. Keep desk clean and orderly
8. Log in all essential information on proper forms, such as daily log sheets, slide checkout sheets, and reserved information checkout log
9. Inform patrons of current events
10. See that the workplace is clean

11. Perform all other job-related duties as assigned

B. In addition, WLS level 2 would be responsible for the following duties:

1. When appropriate, inform patrons to not touch the artwork
2. Have working knowledge of room locations in order to give concise directions to locations within the building
3. Mentor WLS level 1 students

III. Learning Opportunities For This Position:

A. The following are learning opportunities for WLS level 1 :

1. Develop the attributes appropriate for Art Department employees: understand the importance of initiative, awareness of job-related needs, and an understanding of the role of standards and leaders

B. In addition, the following are learning opportunities for WLS level 2 :

1. Gain an ability to identify problems
2. Gain analytical abilities
3. Learn the proper, professional way to answer the phone and deal with any problems that arise
4. Learn to instruct and inform visitors of current exhibits and direct them to the proper exhibit location

IV. Qualifications Needed For This Position (Indicate Any That Are WLS Level Specific):

- A. Must be responsible
- B. Must be punctual
- C. Must have proper manners in answering the phone and greeting visitors
- D. Must have an ability to watch gallery monitors, look for problems
- E. Must be capable of sitting for long periods of time