



Student Labor Position Description

Single WLS Level Form

Department Name: VP for Business & Administration Office

Org. #: 3022

Position Title: Office Assistant

WLS Level: 3 Position Code: S15317

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, 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.
- **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:

 1. Student managers in the department; or
 2. Students responsible for managing highly technical positions within the department; or
 3. 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:

 1. Supervision of other student managers; or
 2. 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 Level: 3

II. Description Of Duties For This Position:

- A. Perform various clerical duties such as: copying, hand delivering documents, answering phones, checking mail, preparing documents for mail, filing, shredding documents, errands, etc. for the Office of Business and Administration.
- B. Perform various clerical duties such as: copying, hand delivering documents, preparing documents for mail, shredding confidential documents, errands, etc. for the Office of General Counsel.
- C. Scanning of documents and files into PDF's for archival purposes; occasional scanning into NoliJ as well.
- D. Maintain files related to the college's real estate. Keep records and maintain database of properties.
- E. Research and prepare accounting documents and spreadsheets in Excel.
- F. Perform research for the VP for Business and Administration as well as for the office of General Counsel.
- G. Maintain clean office environment - general cleaning.
- H. The following are possible additional duties for this position: Provide transportation to and from airport for Board of Trustees meetings and assist in planning for the Board of Trustees meetings.

III. Learning Opportunities For This Position:

- A. Gain knowledge of the business workings of the college.
- B. Gain experience in a professional business environment, as well as a legal environment.
- C. Develop organizational and time management skills.
- D. Engage in business situations of varying types.

IV. Qualifications Needed For This Position:

- A. Must possess a high level of confidentiality and professionalism.
- B. Must be self-motivated, efficient, organized and have great attention to detail.
- C. Must be dependable.
- D. Must have an understanding of business etiquette, language and attire.
- E. Should have a high level of Word and Excel maneuverability.
- F. Defensive Driving is a plus.