



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: Operations and Sustainability

Org. #: 3022

Position Title: Project Assistant

WLS Levels: 3 -- 4 Position Codes: S59225 , S59226

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

Current Revision Year: 2012

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:

 - 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 3 -- 4

II. Description of Duties for This Position:

A. The following duties are assigned to WLS level 3:

1. Assist the Capital Projects and Energy Manager on data collection and analysis as it relates to building construction/renovation, utility usage and equipment retrofit. Develop consistent data collection processes and formats that can be used across campus for various projects.
2. Participate in meetings and project observations with contractors on various projects. This would include doing audits related to Leadership in Energy Efficient Design (LEED), Living Building Challenge (LBC) points and energy use. Document and communicate observations and findings.
3. Collect information and report project status and assist in maintaining project files.
4. Compile data required for various data requests, surveys, GHG calculations and project savings.

5. Assist in energy/sustainability-related activities and programs and participate in the implementation of the programs; this would include interacting with groups such as Residence Life, Facilities Management/Recycling, etc.
6. Assist in providing content to support various communications vehicles for on- and off-campus audiences.
7. Follow the Berea College Purchasing Policy in the procurement of materials and services and assist in the obtainment of competitive quotes as part of a project
8. Utilize data analyses techniques to collect, trend and communicate energy consumption data provided by the utilities and /or available through other means such as the Lucid Building Dashboard. Assist in identifying corrective measures to take to reduce energy consumption.
9. Work with public relations to provide guided sustainability tours of campus.

B. In addition, WLS level 4 would be responsible for the following duties:

1. Develop project scopes and manage smaller projects from the quotation through implementation/installation phases.
2. Coordinate and conduct sustainability workshops involving environmentally friendly consumer choices.

III. Learning Opportunities for This Position:

A. The following are learning opportunities for WLS level 3 :

1. Meet schedules and standards of performance; practice efficient use of time.
2. Work with others, share responsibility and recognize the importance of work
3. Develop organizational and time management skills necessary to manage projects and programs, collect and analyze data and procure resources to implement projects within budget.
4. Develop presentation and documentation skills for communicating project status.
5. Develop skills in defining and presenting materials for public consumption through various communication channels.
6. Utilize data collection formats such as Excel or working with IS&S or others to find better data collection methods.
7. Analysis of technical information and implementation of the latest LEED and LBC methodologies and systems for new construction and existing building renovation projects.
8. Learn about energy auditing techniques, demand side energy management and energy supply side procurement processes.

B. In addition, the following are learning opportunities for WLS level 4 :

1. Additional planning and supervision skills may be developed for a WLS 4 worker.
2. Research of innovative energy efficient and/or sustainable products for future projects.

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

- A. A demonstrated interest and commitment for capital projects (new construction and renovation) and energy issues.
- B. Experience in construction project management and experience with software tools that will provide the basis for data collection, reporting or for generating educational materials for internal and external audiences.
- C. Excellent communication skills, both written and verbal.
- D. Collaborative, self-starting, desire to help change the campus and the world.