



# Student Labor Position Description

## Single WLS Level Form

Department Name: Alumni Relations

Org. #: 5000

Position Title: Special Events Manager

WLS Level: 5 Position Code: S23305

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

Current Revision Year: 2011

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### 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:

  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.

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#### I. WLS Level: 5

#### II. Description Of Duties For This Position:

- A. Must work a 15-hour week, including nights and weekends for events.
- B. Manage all aspects of BC Alumni Club mailings, including creating, printing and mailing.
- C. Assign and supervise cleaning duties for student workers.
- D. Supervising and scheduling student workers during events.
- E. Supervise 5-hour student worker in making calls to promote Alumni club gatherings.
- F. Coordinating a minimum of three events per year.
- G. Assist with all aspects of event preparation and execution, including but not limited to, planning, budgets, set-up/clean-up, registration, promoting and working events.
- H. Develop media (paper and electronic mediums) for event presentations and marketing.
- I. General office operations, including but not limited to, mail runs/errands, envelope stuffing for bulk mailings, office maintenance, answering telephones and greeting incoming alumni and guests.
- J. Special projects as assigned.

### **III. Learning Opportunities For This Position:**

- A. Enhanced event planning skills
- B. Increased marketing skills
- C. Managing time wisely
- D. Learning to work in a team environment
- E. Effective management of resources
- F. Becoming more detail-oriented and organized
- G. Effective leadership skills
- H. Creative problem solving

### **IV. Qualifications Needed For This Position:**

- A. Detail-oriented
- B. Leadership skills
- C. Initiative
- D. Ability to demonstrate willingness to represent different areas of the Berea College community
- E. Ability to work well with the public
- F. Ability to work well with diverse populations
- G. Excellent communication and interpersonal skills
- H. Organizational skills
- I. Knowledge of Microsoft Office programs, Internet usage and social media
- J. Research skills
- K. Ability to lift and carry items
- L. Above average academic skills
- M. Willingness to learn
- N. Teamwork
- O. Creativity
- P. Problem identification and solving
- Q. In-depth understanding of Berea's mission and operations
- R. Awareness of departmental and institutional relationships
- S. Confidence of self-knowledge and value commitments
- T. Living the values of Berea's Great Commitments
- U. High degree of independence
- V. Ability to transmit values and interpretations to others