



Student Labor Position Description

Single WLS Level Form

Department Name: Art Department

Org. #: 2105

Position Title: Monitor

WLS Level: 5 Position Code: S61403

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

Current Revision Year: 2010

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.

I. WLS Level: 5

II. Description Of Duties For This Position:

- A. Have the building open and operational by 7:45 a.m.
- B. Knowledge and usage of building security alarm systems
- C. Unlock the buildings and deactivate the alarm system
- D. Monitor the Receptionist desk and the galleries until 8:00 a.m. or receptionist arrives
- E. Lock the buildings and activate the alarm system at night
- F. Address any potential security concerns with the Receptionist
- G. Report any doors that do not lock or unlock properly
- H. Report any alarm systems that do not work properly
- I. Monitor the art galleries and studios for needed repairs
- J. Test receptionist regularly
- K. See that the workplace is clean
- L. Perform other job-related duties as assigned

- M. Be able to hold labor meetings and address what needs to be done in a correct and appropriate manner.
- N. Work closely with Labor Supervisor
- O. Send in work orders
- P. Assist in evaluating student staff by providing input on work related accomplishments

III. Learning Opportunities For This Position:

- A. Gain the responsibilities of overseeing the building
- B. Learn to maintain good timekeeping skills
- C. Develop the attributes appropriate to understanding the departmental management and institutional relationships; teaching and instruction techniques; communication and interpersonal skills; and evaluations of workers and procedures

IV. Qualifications Needed For This Position:

- A. Be responsible and respectful
- B. Maintain good timekeeping skills
- C. Be physically able to monitor each space
- D. Dependable, thorough, and observant