



Student Labor Position Description

Single WLS Level Form

Department Name: Art Department

Org. #: 2105

Position Title: Office Manager

WLS Level: 5 Position Code: S81117

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. Supervising student labor/disciplinary actions*
- B. Composing Microsoft Office documents
- C. Maintaining confidential files and records
- D. Preparing packets and other beginning of the school year preparations
- E. Assist in the office as needed
- F. Able to hold a labor meeting and explain what needs to be done in a correct and appropriate manner
- G. Perform other job-related duties as assigned
- H. Work closely with labor supervisor
- I. Assist in training new student staff*
- J. Time cards and hour sheets*
- K. Payroll and payroll summary sheets*
- L. Maintaining mailing lists for exhibitions

- M. Monitoring class supply orders
- N. Assist in evaluating student staff*
- O. Resolve student conflicts fairly
- P. Receive invoices /maintain the Art Store Price Guide
- Q. Maintain key checkout logs, and be aware of keys that are late in order to take necessary actions
- R. Be responsible for collecting keys and combination locks at the end of each semester
- S. Over see Art Majors ensuring contracts for studio use, safety and Berea College policies are signed and being followed
- T. Be able to lock and unlock the building including knowledge of the building security alarm system
- U. maintain office supply inventory
- V. (A * symbol denotes a job duty that is secondary - i.e., another office staff member/building monitor is primarily responsible for these jobs, but working knowledge of how to perform each task is necessary.)

III. Learning Opportunities For This Position:

- A. Organizational skills
- B. Supervisory skills
- C. Time management
- D. Office skills and an ability to operate office machines
- E. Communication skills
- F. Problem solving skills

IV. Qualifications Needed For This Position:

- A. Responsible / efficient time management
- B. Written and oral communication skills
- C. Mature judgment
- D. Reliable, honest, and dependable
- E. willing to share concepts and help resolve problems and conflicts
- F. Able to order supplies
- G. Office related skills - knowledge of Microsoft Office Suite
- H. Working knowledge of campus email
- I. Leadership qualities
- J. Detail oriented
- K. Self-starter
- L. Ability to multi-task
- M. Tracy Time training