



Student Labor Position Description

Single WLS Level Form

Department Name: Boone Tavern Hotel and Restaurant

Org. #: 3166

Position Title: Student Mgr. of BT Musicians

WLS Level: 5 Position Code: S93205

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

Current Revision Year: 2011

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. Supervise all music students in Boone Tavern.
- B. Develop student interests in general and specific knowledge of music.
- C. Develop a social network between students in order to facilitate cooperation and teamwork among student employees.
- D. Organize labor meetings.
- E. Cooperate with the Marketing department and other departments of Boone Tavern to organize events that involve live music performances.
- F. Facilitate conflict resolution.
- G. Promote and sustain goodwill among student employees by motivating them.
- H. Reflect on a regular basis about the strength and weaknesses of the program and thus develop the program.
- I. Create and accommodate the work schedule for students.
- J. Report to the full-time manager about progress of the department.

K. Be able to substitute student employee by performing on piano when necessary.

III. Learning Opportunities For This Position:

- A. Learn and apply various human management approaches.
- B. Improve interpersonal communication and develop a set of skills necessary for conflict resolution.
- C. Increase understanding of a hotel business in general and Boone Tavern hotel and Restaurant in particular.
- D. Train, motivate, and supervise other students.
- E. Develop piano performance skills.
- F. Articulate a connection between the job and big picture of Berea College.
- G. Develop management and planning skills.
- H. Develop skill of business and formal communication.
- I. Learn to prioritize work and follow through on assigned tasks.
- J. Learn about a team-based work environment.
- K. Develop better oral skills.
- L. Develop leadership skills.

IV. Qualifications Needed For This Position:

- A. Willingness to accept tasks as assigned, flexibility is important.
- B. Computer knowledge is important and experience with Excel, Word and Outlook.
- C. Sufficient piano and music skills.
- D. A clean, neat, respectful appearance and appropriate for hotel standard mode of dress.
- E. Possess strong organizational skills with attention to detail.
- F. Business and Music majors are preferred as the responsibilities require skills and knowledge about music as well as business environment.