



Student Labor Position Description

Single WLS Level Form

Department Name: CELTS/Bonner Scholars

Org. #: 2084

Position Title: Bonner Senior Intern

WLS Level: 5 Position Code: S43321

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

Current Revision Year: 09

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:

 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. Assist the Bonner Scholars staff with all aspects of the Bonner Scholars Program.
- B. Coordinate and Chair the Bonner Student Advisory Committee (SAC) and the Community Fund Committee.
- C. Supervise the organization of Monthly Bonner Meetings and other All-Bonner Trainings by SAC members.
- D. Serve on the Bonner Scholar Advisory Board and the CELTS Student Leadership Team.
- E. Supervise Bonner Student Coordinators and First Year Bonners, as requested.
- F. Assist in all aspects of planning and leading Bonner Preview Weekend.
- G. Assist Bonner Scholars with planning their Summer of Service placements.
- H. Attend and assist in leading the First Year Bonner Orientation.
- I. Coordinate record and/or lead labor meetings, as requested by Bonner Coordinator.
- J. Lead reflection sessions and skill specific trainings with all Bonner Scholars, as requested by Bonner Coordinator.
- K. Attend weekly meeting with Bonner staff.

- L. Act as a mentor for all Berea College Bonner Scholars.

III. Learning Opportunities for This Position:

- A. Will learn or demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as published in the Berea College Student Labor Program Policies and Procedures Manual.
- B. Will work in a team-oriented leadership position within the college's service learning center.
- C. Will develop leadership skills through team building, problem solving and decision-making.
- D. Will gain organizational and networking skills.
- E. Will learn teaching, communication, and evaluation skills in a service learning setting.
- F. Will develop skills for working as an effective leader and member of a team.
- G.

IV. Qualifications Needed For This Position:

- A. Experience in the Bonner Scholars Program
- B. Knowledge of service learning.
- C. Takes initiative with assigned duties.
- D. Ability to problem solve and make decisions.
- E. Ability to work independently and as a team member.
- F. Good oral and written interpersonal communication skills.
- G. Ability to function in a diverse and multicultural setting.
- H. Ability to set goals and evaluate progress toward those goals.
- I. Familiarity with BWBRS computer program.
- J. Defensive driving and van certification.