



Student Labor Position Description

Single WLS Level Form

Department Name: CELTS

Org. #: 2084

Position Title: CELTS Student Director

WLS Level: 6 Position Code:

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

Current Revision Year: 2009

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: 6

II. Description of Duties for This Position:

- A. Supervise and act as a mentor to Student-led program coordinators and the entire student staff of CELTS.
- B. Serve as a liaison between the CELTS student staff members and the CELTS full-time staff.
- C. Serve as a member of the CELTS Student Leadership Team.
- D. Responsible for coordinating, scheduling and leading on-going individual meetings with Student-led program coordinators. The purpose of these meetings is to keep lines of communication open and to assist Program Coordinators in trouble shooting, planning events, etc.
- E. Responsible for on-going evaluation of Student-led Program Coordinators, team members, programs, training sessions and special events. This includes both formal and non-formal evaluations.
- F. Provide supervision and support in the recruitment and training of volunteers and/or program participants within the Student-led Service Programs. This includes, but is not limited to, labor meetings, core staff meetings and retreats.
- G. Responsible for the coordination, planning and leadership of the Hunger Hurts Food Drive.

- H. Serve in a leadership role in planning committees for campus events coordinated by CELTS, including but not limited to, Hunger and Homelessness Week and Empty Bowls.
- I. Responsible for assisting/supporting coordinators in keeping an accurate budget report on all program specific expenditures.
- J. Keep regular office hours.
- K. Serve as a representative of CELTS at events, both on campus and in the community.
- L. Represent CELTS at local, regional and national conferences.

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 learn or demonstrate the attributes expressed in CELTS Student-led Programs Shared Values.
- C. Will learn to work with teams of people.
- D. Will learn about the mentoring role.
- E. Will gain organizational and networking skills.
- F. Will learn how to work with and serve as an effective role model to other students, both staff and volunteers.
- G. Will develop leadership skills through team building, problem solving and decision making.

IV. Qualifications Needed For This Position:

- A. Must have reached the senior level.
- B. Must have served successfully as a program coordinator in at least one student-led program.
- C. Must be highly organized.
- D. Good oral and written communication skills.
- E. Ability to function in a diverse and multicultural setting.
- F. Ability to set goals and evaluate progress toward those goals.