



Student Labor Position Description

Single WLS Level Form

Department Name: CELTS

Org. #: 2084

Position Title: First Book Student Coordinator

WLS Level: 5 Position Code: S49305

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: 5

II. Description of Duties for This Position:

- A. Supervise and act as a mentor to a team of 2-5 college students.
- B. Responsible for the program specific training of team members.
- C. Responsible for the recruitment and training of program volunteers.
- D. Responsible for attending on-going individual meetings with the CELTS Student Director and the Coordinator of Student-led programs.
- E. Responsible for reserving and confirming motor pool reservations.
- F. Responsible for keeping an accurate budget report on all program specific expenditures.
- G. Coordinate and lead weekly staff meeting with team members.
- H. Keep an accurate record of all volunteers and their volunteer hours.
- I. Serve on CORE Staff and attend all meetings.
- J. Keep regular office hours.

- K. Coordinate all correspondence with the National First Book office, local recipient groups and other partner organizations.
- L. Responsible for contacting recipient groups on an on-going basis to keep open lines of communication and to ensure the groups are using the book grants in a proper manner.
- M. Responsible for the entire process of the granting cycle. This includes but is not limited to, fundraising for the grant money, selecting a granting committee and selecting partner organizations to receive the grants.
- N. Responsible for scheduling at least two service opportunities/educational events for volunteers each month. Service opportunities may be planned for Saturdays, as schedules and/or events allow.
- O. Responsible for the day to day operations of the First Book Campus Advisory Board at Berea College.

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 coordinate a team and will understand the mentoring role with team members and volunteers.
- D. Will gain organizational and networking skills.
- E. Will learn teaching, communication and evaluation skills.
- F. Will develop leadership skills through team building, problem solving and decision making.

IV. Qualifications Needed For This Position:

- A. Successful completion of at least one term serving on the First Book team.
- B. High degree of self-motivation and initiative.
- C. Ability to problem solve and make decisions.
- D. Good oral and written communication skills.
- E. Highly organized and able to work independently and as a team leader.