



# Student Labor Position Description

## Multi Work-Learning-Service Level Form

(For combining up to two Work-Learning-Service levels (WLS) on the same form)

Department Name: CELTS

Org. #: 2084

Position Title: Service-Learning Team Member

WLS Levels: 3 -- 4 Position Codes: S47323 , S47324

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

Current Revision Year: 2009

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### 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:

  - Student managers in the department; or
  - Students responsible for managing highly technical positions within the department; or
  - 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:

  - Supervision of other student managers; or
  - 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.

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#### I. WLS Levels 3 -- 4

#### II. Description of Duties for This Position:

A. The following duties are assigned to WLS level 3:

1. Attends regular meetings with Service-learning program associate and all regular CELTS staff meetings for students.
2. Assists with the planning, coordination, and implementation of service-learning activities.
3. Participates as a member of the Service-Learning Advisory Committee.
4. Assists with the recruitment and training of volunteers/participants for the service-learning program, as needed.
5. Assists with reserving and confirming Motor Pool and CELTS minivan reservations, as needed.
6. Assists with keeping an accurate record of volunteers/participants and the number of hours of volunteer/participation time, as needed.

7. Assists with providing support to faculty and community partners in the implementation of service-learning courses, as needed.
8. Provides administrative support to CELTS Associate Director for Service-learning and Student-led Programs, as needed.
9. Keeps regular office hours in CELTS.

B. In addition, WLS level 4 would be responsible for the following duties:

1. Assists with supervising and mentoring of new team members to the service-learning team.
2. Assists with the training of new team members.
3. Serves on planning committees for CELTS events not in the Service-learning program, as requested.

### **III. Learning Opportunities for This Position:**

A. The following are learning opportunities for WLS level 3 :

1. 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.
2. Will learn or demonstrate the attributes expressed in CELTS Student-led Programs Shared Values. These include: respect and sensitivity for those we serve, student empowerment and leadership, a strong diverse community amongst ourselves, dedication to reflection and service learning, a safe place for personal growth and development, high trust and high expectation, self management and accountability.
3. Will learn to work on a team.
4. Will gain organizational and networking skills.
5. Will learn teaching, communication and evaluation skills.

B. In addition, the following are learning opportunities for WLS level 4 :

1. Will understand the mentoring role with team members and volunteers.
2. Will learn how to work with and serve as an effective role model to other staff and volunteers.
3. Will develop leadership skills through team building, problem solving and decision making.

### **IV. Qualifications Needed For This Position (Indicate Any That Are WLS Level Specific):**

- A. High degree of motivation.
- B. Ability to problem solve and make decisions.
- C. Ability to work independently and as a team member.
- 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.
- G. Defensive driving and van certification. (recommended)