



# Student Labor Position Description

## Single WLS Level Form

Department Name: 3

Org. #: 2084

Position Title: Student Office Manager

WLS Level: 4 Position Code: S83504

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:

  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.

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#### I. WLS Level: 4

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

- A. Answers phone and takes messages.
- B. Helps with office paper work.
- C. Records daily labor hours of student staff and answers questions from students regarding payroll.
- D. Attends regular staff meetings.
- E. Takes attendance and notes at staff meetings.
- F. Helps supervise other office staff and custodian.
- G. Helps coordinate supplies, set up and publicity of CELTS events.
- H. Serves on special program committees.

#### 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 WLS level and all levels below it as published in the Berea College Student Program Policies and Procedures Manual.
- B. Will learn or demonstrate the attributes expressed in CELTS Student-led Programs Shared Values.
- C. Will work in a team-oriented leadership position with the college's service learning center.
- D. Will understand the mentoring role with team members and volunteers.
- E. Will gain organizational and networking skills.
- F. Will learn teaching, communication, and evaluation skills in a service and learning setting.
- G. Will learn how to work with and serve as an effective role model to other staff and volunteers.
- H. Will develop leadership skills through team building, problem solving and decision making.

**IV. Qualifications Needed For This Position:**

- A. One semester working in CELTS related programs.
- B. High degree of motivation and initiative.
- C. Ability to problem solve and make decisions.
- D. Ability to work independently and as a team member.
- E. Good oral and written communication skills.
- F. Defensive driving and van certification recommended.
- G. Ability to set goals and evaluate progress toward those goals.
- H. Good computer skill; Microsoft Word and Filemaker Pro preferred.