



Student Labor Position Description

Single WLS Level Form

Department Name: Child and Family Studies

Org. #: 2112

Position Title: Student Communications Consult

WLS Level: 4 Position Code: S21302

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, 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: 4

II. Description Of Duties For This Position:

- A. Act as liaison between faculty, staff, and students of the CFS Department and the Berea College Community and "floating" T.A., assisting all faculty/staff when a T.A. is not available.
- B. Attend CELTS tutor/training sessions.
- C. Schedule a meeting through the instructor for each CFS class every term to introduce yourself and the purpose of the CFS Communication Consultant .
- D. Coordinate tutoring sessions each term with CFS students lasting two or more hours after classes or on Saturdays at a central location on campus. Focus on discussions, reading assignments, and help students revise papers or prepare presentations.
- E. Assist students with setting learning objectives and troubleshooting problems. Follow up with students who have special need.
- F. Maintain accurate records of tutoring sessions and student progress; respond to instructor.

- G. Assist in departmental functions (i.e., homecoming, career day, labor day) and help solicit students for CFS labor positions.
- H. Perform other duties as assigned.

III. Learning Opportunities For This Position:

- A. Will learn tutoring/mentoring procedures.
- B. Improve thoughtfulness and the ability to evaluate writing and make written comments.
- C. Improve leadership skills, including meeting facilitation, mentoring, and project coordination.
- D. Improve administration support skills and the challenges of institutional structures.
- E. Increase understanding of community service principles.

IV. Qualifications Needed For This Position:

- A. Strong communication and time management skills.
- B. Strong reading and writing skills, strong internet and computer software use.
- C. Able to work independently and be responsible for determining own schedule to meet student need.
- D. Must demonstrate maturity and responsibility as a direct representation of the the CFS Department
- E. Sophomore, Junior, or Senior class status, and in good academic standing with the College and labor program.
- F. Interest and/or empathy for youth served.
- G. Ability to maintain confidentiality.
- H. Good physical and emotional health.