



# 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: Center for International Education

Org. #: 2062

Position Title: Education Abroad Associate

WLS Levels: 3 -- 4 Position Codes: S49216 , S49217

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, 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. Assisting the Education Abroad Manager in planning and organizing events
2. Serving as receptionist for Education Abroad
3. Scheduling appointments using Outlook
4. Answering general questions about Education Abroad (an incumbent with previous education abroad experience may serve as an EA Peer Adviser)
5. Creating publicity materials and handouts for Education Abroad
6. Maintaining library database
7. Performing general office tasks, including photocopying, scanning, cleaning
8. Assisting with Education Abroad and CIE sponsored events
9. Performing other duties as assigned

- B. In addition, WLS level 4 would be responsible for the following duties:
1. Serving as assistant manager when necessary (may include supervising student employees)
  2. Entering student records into Education Abroad database

**III. Learning Opportunities For This Position:**

- A. The following are learning opportunities for WLS level 3 :
1. Using Microsoft Office, Adobe Creative Suite, Filemaker Pro
  2. Learning about Education Abroad opportunities
  3. Developing intercultural skills
  4. Becoming familiar with Education Abroad policies and procedures
- B. In addition, the following are learning opportunities for WLS level 4 :
1. Supervising student employees
  2. Using Abroad Office and other databases

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

- A. Cheerful, helpful demeanor
- B. Patience in dealing with a diverse clientele
- C. Interest in other countries and cultures and/or studying abroad
- D. Knowledge of computer software
- E. Excellent organizational skills and attention to details
- F. Excellent written and oral communication skills
- G. Willingness to learn about international programs and promoting education abroad

An Education Abroad Associate serves as a receptionist and assistant to the EA Manager and EA Adviser. A WLS3 is responsible for creating publicity materials such as posters and flyers. An EA Associate should be knowledgeable about basic EA policies and procedures and be able to locate and distribute appropriate forms. A WLS4 would demonstrate the ability to serve as assistant manager, including supervising other student employees and performing other tasks similar to the EA Manager.