



Student Labor Position Description

Single WLS Level Form

Department Name: Center for International Education

Org. #: 2062

Position Title: Intl-Focus Prog Mngr & Dir Asst

WLS Level: 5 Position Code: S49221

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: 5

II. Description Of Duties For This Position:

- A. Duties related to International Focus programming: Research, coordination, and implementation of campus programming, including publicity and public relations efforts, on- and off- campus reservations, communication with possible visitors/speakers, accommodations for visitors, speakers, etc., escorting visitors, speakers, etc. as needed, training student workers of Campus Programming Team (CPT), management of and delegation of tasks to the CPT, networking for co-sponsorship/collaboration of events with campus and/or community groups and associations, and other programming related responsibilities (e.g. obtaining a Food Handler's License from the Health Department). Students filling this position are expected to attend all CIE events organized by the CPT, unless there is prior approval from the Director or there are extenuating circumstances. In the case of the CP Manager's absence, he or she would need to insure the presence of a student worker from the CPT at the event.

- B. Duties related to assisting the Director of the Center for International Education: Provide clerical assistance to Director as needed, provide all programming information to the Director for approval, coordinate weekly meeting "updates" concerning the status of programming, assist in other job-related duties as assigned.
- C. Duties related to possible additional office responsibilities as needed: Serve as receptionist (answering phone calls, taking messages, greeting visitors and directing them to appropriate and relevant information and/or person/s, making appointments, etc.), perform other common office tasks (photocopying, faxing, ensuring cleanliness of the workplace, etc.), and aid in the training of general student workers.

III. Learning Opportunities For This Position:

- A. Increased knowledge of the region of the International Focus for the academic year
- B. Development of intercultural communication skills
- C. Increased knowledge and appreciation of diversity of other cultures and regions
- D. Development of planning, organizational, and time management skills
- E. Increased appreciation for teambuilding and development of leadership skills
- F. Development of use of discretion with regard to confidential situations
- G. Increased knowledge of Microsoft Word, Outlook, and Excel, Adobe Photoshop and Illustrator, and other software

IV. Qualifications Needed For This Position:

- A. Interest in international diversity and intercultural issues (international or study abroad experience is desirable but not necessary)
- B. Ability to work with people across cultures and with varying levels of English proficiency
- C. Excellent oral and written communication skills
- D. Knowledge of word-processing, spreadsheets, e-mail, etc.
- E. Self-motivated, able to complete excellent work within deadlines, able to deal with unexpected situations, and ability to delegate other students and exert quality leadership
- F. Cheerful, helpful demeanor when interacting with students, staff, faculty, and campus guests
- G. Must have driver's license and be willing to acquire defensive and van-driver clearance
- H. Ability to perform errands and post publicity around campus and periodic lifting of 10-25 pounds
- I. Flexible schedule is desirable
- J. Sophomore or upper-class standing with minimum GPA of 2.5