



# 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: Office Associate

WLS Levels: 3 -- 4 Position Codes: S64101 , S64102

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. Assist with processing of student charges in Banner.
2. Assist with tracking and reporting of labor student hours for payroll.
3. Run reception for office including answering phones, directing visitors, and scheduling appointments.
4. Prepare financial documents and audit accounts.
5. Assist with and/or coordinate special projects.
6. Prepare display cases if needed.
7. Assist with digital photos and preparation of International Student ID cards (ISIC's).
8. Order supplies.
9. Make motor pool arrangements.
10. May maintain website.

11. Research for full-time staff members.
12. Design documents for office use.
13. Design flyers, posters, and office literature such as newsletters and info sheets.
14. Put together office labor schedules for each term and break.

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

1. Supervision of group of other office workers.
2. Planning and implementation of special events and office projects from start to finish.

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

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

1. Opportunity to learn to use Banner/SunGard software.
2. Opportunity to learn to use photoshop, illustrator, and indesign.
3. Opportunity to work with students from diverse international backgrounds.
4. Opportunity to learn about education abroad and international students.
- 5.

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

1. Opportunity to supervise group of co-workers.
2. Opportunity to design, organize, and implement special events and office projects.

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

A. Good oral and written communication skills. Ability to learn to use office equipment (phone, copy machine, fax machine, scanner, etc.). Ability to learn to use Microsoft Office Suite. Ability to work with minimal supervision. Good interpersonal skills. Ability to get along well with others and work well in a team setting. Ability to efficiently delegate work to co-workers. Ability to supervise co-workers. Defensive driving is desirable.