



Student Labor Position Description

Single WLS Level Form

Department Name: Draper Office

Org. #: 2120

Position Title: Student Manager

WLS Level: 5 Position Code: S83213

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, 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.

I. WLS Level: 5

II. Description Of Duties For This Position:

- A. Must work 15 hours per week.
- B. Must be completely familiar and comfortable with how to do tasks described in WSL 1-4. Will orient and train labor students to the department and job responsibilities.
- C. Advanced user of Microsoft Office 2007. Will assist Draper Office Manager (DOM) training new freshmen in the more advanced skills of Word. Will assist DOM with computer trouble shooting for faculty who are having problems.
- D. Develop work schedules for student workers.
- E. Check and tally the time cards of other student workers.
- F. Responsible for overseeing student workers' work area--checking on current projects, keeping area tidy.
- G. Responsible for seeing that the office runs well in the absence of the Draper Office Manager. Student Manager will be contacted, and he or she will contact the other students passing along pertinent information.

The Student Manager will be responsible for ensuring that all of the hours of the work day are covered by student workers if possible. He or she will post notes if needed and contact department chairs involved.

- H. Take on projects more confidential than those given to WSL 1-4.
- I. Will develop a classroom schedule book for Draper at the beginning of each semester.
- J. Will help plan labor meetings.
- K. When necessary will assist with other more general duties as requested by supervisor.

III. Learning Opportunities For This Position:

- A. Higher level communication skills
- B. Leadership skills and abilities.
- C. Greater awareness of departmental and institutional relationships.
- D. Teaching and instruction techniques
- E. Learn the importance of team work and collaboration in a large setting.

IV. Qualifications Needed For This Position:

- A. Prerequisite: One year at grade 3 or 4. May not be on any type of probation.
- B. Must be an advanced user of Microsoft Office 2007 and able to train/instruct others.
- C. Ability to exercise discretion in communication with other people regarding confidential information.
- D. Ability to work independently.
- E. Excellent communication skills.
- F. Must be able to answer the phones.
- G. Must be able to climb stairs and lift and use a vacuum.