



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: Foreign Languages

Org. #: 2130

Position Title: Lab Associate

WLS Levels: 3 -- 4 Position Codes: 55117 , 55313

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:

 - 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.

I. WLS Levels 3 -- 4

II. Description Of Duties For This Position:

A. The following duties are assigned to WLS level 3:

1. Arrive punctually and work with minimal supervision
2. Interact with and assist students in the use of all types of lab equipment, software, and course materials
3. Maintain a library atmosphere for study and interactive work with audio lessons
4. Be proactive in assisting new students as they learn to use the digital lab
5. Observe student behavior in lab to insure proper use and care of equipment
6. Report malfunctions and/or mechanical problems to Lab Director or Lab Supervisor
7. Assume direct responsibility for lab security and cleanliness
8. Assist the Supervisor in finding substitutes when you or a Lab Assistant must be absent
9. Perform other job-related duties as assigned
10. Be willing to work a flexible late afternoon and evening schedule Monday-Friday and Sunday

11. Maintain bulletin boards
12. Assist in routine maintenance of student computers in coordination with IS&S

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

1. Maintain CAN-8 software
2. Actively assist Supervisor with making alternate arrangements when any lab worker must be absent
3. Work independently with no direct supervision

III. Learning Opportunities For This Position:

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

1. Learn to take initiative
2. Develop awareness of student, faculty, and course needs
3. Identify problems
4. Analyze situations
5. Develop problem-solving skills
6. Maintain high standards and develop leadership skills
7. Improve proficiency in target language
8. Improve computer skills
9. Develop an ethical understanding of work well done

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

1. Understanding relationships between individuals, institutions, and processes
2. Comprehension of values, realities, and goals
3. Ability to articulate and interpret observations, experiences, and understanding
4. Commitment to service essential to the department
5. Improve knowledge of use of technology for language acquisition, especially CAN-8 operation

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

- A. Mature, responsible, efficient, punctual, friendly, and helpful
- B. Ability to work independently and constructively with students and teaching staff
- C. Ability to demonstrate initiative and respect for confidentiality
- D. Knowledge of at least one foreign language and appropriate learning techniques
- E. Knowledge of VCR, VLD, CD ROM, CD, and DVD players
- F. Good computer skills
- G. Must be able to do physical tasks such as moving tables, cleaning
- H. May not be hearing or sight impaired since this is the nature of this job
- I. Foreign language majors preferred
- J. Trained in the use of all Foreign Languages Lab equipment (WLS Level 4)
- K. Disciplined behavior as role model for appropriate student behavior in the Foreign Languages Lab (WLS Level 4)
- L. Previous foreign language classes at Berea College and knowledge of the CAN-8 Digital Lab software (WLS Level 4)
- M. Knowledge of audio and video cassette dubbing, accessing materials on the network (WLS level 4)