



Student Labor Position Description

Single WLS Level Form

Department Name: Foreign Languages

Org. #: 2130

Position Title: Lab Supervisor

WLS Level: 5 Position Code: 55304

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. Perform all duties as described in Lab Associate's position
- B. Train new and continuing lab assistants and associates
- C. Supervise daily work of lab assistants and associates, insuring work schedules are being met
- D. Assist Director in setting weekly and weekend work schedules
- E. Observe total lab operation for possible mechanical or personnel problems
- F. Share responsibility for lab security
- G. Serve as liaison between Foreign Languages faculty and lab assistants and associates for job requests
- H. Assist in finding substitutes when workers must be absent from scheduled hours
- I. Post and maintain signs with information regarding lab hours
- J. Open and close lab
- K. Assist in routine maintenance of student computers in coordination with IS&S
- L. Maintain CAN-8 software, and assist instructors in CAN-8 lesson planning

M. On weekends, be available to assist with keeping the lab open, and to address student problems with CAN-8

III. Learning Opportunities For This Position:

- A. Understand of departmental management
- B. Take responsibility for the effectiveness of others
- C. Understand departmental and institutional relationships
- D. Learn teaching and instruction techniques
- E. Improve communication and interpersonal skills
- F. Evaluate workers and procedures
- G. Improve knowledge of languages and language learning
- H. Improve knowledge of use of technology for language acquisition, especially CAN-8 lesson planning
- I. Improve computer skills
- J. Develop an ethical understanding of work well done

IV. Qualifications Needed For This Position:

- A. Mature, responsible, efficient, punctual, friendly, and helpful
- B. Capable of supervising peers and working with teaching staff
- C. Independent: can work without direct supervision of the Lab Director
- D. Ability to demonstrate initiative and respect for confidentiality
- E. Willingness to assume responsibility for oversight of fellow student workers
- F. Familiarity with a foreign language and learning techniques
- G. Familiarity with use of VCR, VLD, CD ROM, CD, and DVD players, audio and video cassette dubbing; and accessing materials on the college network
- H. Trained in the use of the Foreign Language Lab equipment
- I. Previous foreign language classes at Berea College and knowledge of CAN-8 Digital software
- J. Good computer skills
- K. Disciplined behavior as role model for appropriate student behavior in the Foreign Language Lab
- L. Must be able to perform physical tasks such as moving tables and cleaning
- M. May not be sight or hearing impaired since this is the character of the job
- N. Foreign language majors preferred