

STUDENT LABOR POSITION DESCRIPTION

Department: **Student Life**

Position Title: **Leadership Program Participant**

- I. Grade Level: Regular summer rate
- II. Description:
 - a. The following are the essential duties for this position:
 - i. Follow course outline and requirements in a team and individual Setting
 - ii. Meet with program coordinator on a regular basis.
 - iii. Assist in organization and preparation of designated Student Life and Labor and Student Life projects such as: Registration and Orientation weekends, labor meetings, Fall residence hall staff training
 - iv. Participate in effective service delivery for Student Life and/or Labor and Student Life Offices.
 - b. The following are possible additional duties for this position:
 - i. Informational presentations to various campus groups
 - ii. Participation in team projects with Collegium and/or other campus groups
 - iii. R.A. duties in residence hall for summer school students.
 - iv. Field trips related to the Leadership program syllabus
- III. Learning Opportunities:
 - a. Leadership of team processes
 - b. Self-reflection and self-management
 - c. Public speaking and presentation skills
 - d. Principles and dynamics of team development
 - e. Leadership theories and practices
 - f. Berea College history and learning goals
 - g. Assessment/feedback principles and processes
- IV. Basic Qualifications:
 - a. General: A sophomore in good academic, social, and labor standing who is preparing to be or presently in a campus leadership position.
 - b. Skill: Organization, critical thinking, language aptitude
 - c. Physical: None
 - d. Academic: Good standing; completion of Freshman year
- V. Desirable Qualification:
 - a. Team oriented
 - b. Good communication skills
 - c. Highly motivated
 - d. Demonstration of healthy social interaction
 - e. Has demonstrated interest in expanding leadership potential
- VI. Narrative Summary:

The position is based on a summer leadership course designed to prepare students for leadership roles and practices with the aim of achieving excellence in the workplace. The course provides opportunities for students to:

 - be educated about various leadership styles,
 - develop their own leadership style,
 - be trained in activities that improve performance in their specific leadership role,
 - learn how to work effectively in a team structure while retaining a high standard of personal integrity and interdependence.