

approved

STUDENT LABOR POSITION DESCRIPTION

Labor & Student Life

Most Recently Updated 06/13/00

Position Title: Work Colleges Consortium Student Representative
Must work 15 hrs/wk.

I. Grade Level: 4-5

II. Description:

A. The following are the essential duties for a Work Colleges Consortium Student Representative in the Department of Labor and Student Life:

1. Assist Project Director in formulating materials and creating collaborations with members of the Work Colleges Consortium.
2. Engage in exchanges with student coordinators at other institutions, including on-site visits, written missives, cc:mail and other correspondence.
3. Assist in preparing for the Work Colleges Consortium Annual Conference.
4. Assist in gathering information (research) about the Work Colleges and other colleges requesting assistance in their work programs.
5. Assist in communicating Work Colleges opportunities to the Berea College community.
6. Assist the Labor Program Office as needed.
7. Assist other departments as needed.
8. Perform other job-related duties as assigned.
9. See that the workplace and environs are clean.

B. The following are *possible additional* duties for this position:

- 1.

III. Learning Opportunities:

- A.** Will develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** Will develop an ethical understanding of work.
- C.** Will be trained to follow through on complex, detailed tasks involving primary research, compiling data, reporting data.
- D.** Will learn how to create an environment in which others are encouraged to participate in and feel a sense of ownership towards Work Colleges events.

IV. Basic Qualifications:

1. General: none.
2. Skill: Ability to communicate well, perform complex tasks independently, provide leadership among Work Colleges students, and articulate the missions of the Work Colleges, including those things distinctive to individual programs.
3. Physical: Ability to lift 50 lbs.
4. Academic: none.

V. Desirable Qualifications: none.

VI. Narrative Summary:

The Work Colleges Consortium (WCC) Student Representative assisted the Project Director in formulating materials and creating collaborations with members of the Work Colleges Consortium; engaged in exchanges with student coordinators at other institutions through on-site visits, e-mail, phone, fax and mail; assisted in preparing for the WCC Annual Conference; assisted in gathering information (research) about work programs for the Work Colleges and other colleges; assisted in communicating Work Colleges opportunities to the Berea College community; and saw that the workplace and environs were kept clean.