



Student Labor Position Description

Single WLS Level Form

Department Name: Music

Org. #: 2152

Position Title: Choral Librarian

WLS Level: 4 Position Code: S17144

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: 2010

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: 3

II. Description of Duties for This Position:

- A. Serves as Librarian of Berea's collection of 1500+ pieces of choral music in multiple copies including inventory, cataloguing, filing, stamping/identifying, supervising check-out and check-in of materials and keeping the choral library picked up, clean, and neat.
- B. Maintains Concert Choir, Chamber Singers, and College Community Choir folders each semester, including repairing and assigning choral folders; distributing, keeping track of, collecting, and filing the music, as requested by the Director for each of the above organizations.
- C. Is in charge of all Concert Choir vestments: robes/stoles for all members; tuxedos, white shirts, and accessories for men; dresses and pearls for women. Includes measuring and fitting students, labeling garments, assigning garments to each choir member at the beginning of each semester, keeping track of the vestments, and collecting them at the end of each semester as requested by the Director.
- D. Develops a database including the following information for each choir member: name, local address, phone, folder number, robe number, collar size, tux coat size and number (men), and dress size and number (women).

- E. Types and/or distributes performance schedules, divisi sheets, syllabi, and other memos to choir members as requested by the Director.
- F. Performs other job-related duties as assigned.

III. Learning Opportunities for This Position:

- A. Develop an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of regulations and leaders.
- B. The student will learn how to organize and manage a choral music library.
- C. The student will learn basic library skills: inventory, cataloguing, filing/storage, and supervising the check-out of materials.
- D. The student will be exposed to and will learn to recognize a variety of choral literature of different styles, genres, and from different periods of music history.
- E. The student will learn how to order, organize, maintain, repair, and distribute a variety of choral vestments, including measuring and fitting the garments to individual members.
- F. The student will learn how to work independently to complete both short-term and long-term tasks.

IV. Qualifications Needed For This Position:

- A. General: independent worker; responsibility; dependability.
- B. Skills: Typing, Cataloguing.
- C. Academic: Must be a current member of the Berea College Concert Choir. Basic familiarity with composers' names, and the major types of choral literature.
- D. Desirable, but not essential, qualifications: Elementary reading knowledge of Latin, French, German, and/or Italian; Basic Sewing Skills.