



Student Labor Position Description

Single WLS Level Form

Department Name: Music

Org. #: 2152

Position Title: Class Voice Student Associate

WLS Level: 4 Position Code: S85341

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, chime 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: 4

II. Description of Duties for This Position:

- A. Teaching applied voice lessons on a one-to-one basis
- B. Grading papers as assigned by the Professor.
- C. Lecturing in class as supervised by the Professor.
- D. Maintaining careful records of all applied lessons.
- E. Organizing and maintaining a successful applied teaching schedule
- F. Choosing appropriate literature for study under the supervision of the Professor.
- G. See that the workplace and environs are clean.

III. Learning Opportunities for This Position:

- A. Student will develop attributes appropriate to Grade 4 positions: 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 standards and leaders.

- B. The student will learn how to teach in a private studio setting.
- C. The student will learn how to put a class session together, including lecture.
- D. The student will learn how to organize, manage, and run a private teaching studio.
- E. The student will learn how to identify and remedy specific vocal problems.
- F. The student will learn how to choose appropriate repertoire for a wide variety of applied voice students.
- G. The student will learn how to use what he/she is learning to benefit others.
- H. The student will learn how to use what he/she is learning to advance his/her own teaching career.

IV. Qualifications Needed For This Position:

- A. General: willing to work in close association with the Professor; organized; extremely motivated; strong desire to teach voice.
- B. Skill: Good communication skills; fundamental knowledge of vocal pedagogy; fundamental knowledge of vocal repertoire
- C. Physical: Neat, clean appearance
- D. Academic: an "A" average in all applied vocal study; be a Music Major with an applied major in voice or be a Vocal Music Education Major; at least two years of private vocal instruction with a Professor at Berea College.
- E. Desirable Qualifications: a personality that puts others at ease.