



Student Labor Position Description

Single WLS Level Form

Department Name: Music

Org. #: 2152

Position Title: Conducting Teaching 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, 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. Serve as videographer for students' in-class conducting. Includes set-up and operation of digital-streaming video camera, and downloading of digital files to the Berea College Network.
- B. Keeps attendance records for the class.
- C. Sets up electronic gradebook.
- D. Works outside of scheduled class times doing individual tutoring of class members on basic conducting techniques and running occasional laboratory sessions.
- E. Performs clerical duties such as copying handouts and tests.
- F. Teaches review sessions to students before tests.
- G. Assists the instructor in grading assignments and tests.
- H. Performs other job-related duties as assigned.

III. Learning Opportunities for This Position:

- A. Develop attributes appropriate to Grade 3 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 set up and operate the digital video camera and upload the files onto the Berea College Network.
- C. The student will learn how to set up and manage an electronic grade book.
- D. Depending on qualifications and experience, the student may learn test construction and grading procedures.
- E. The student will learn (by observation) basic conducting and conducting pedagogy skills.

IV. Qualifications Needed For This Position:

- A. General: dependable, responsible, able to attend the class.
- B. Skills: Knowledge/training/experience in videorecording and operating videocameras; word processing and spreadsheet applications skills.
- C. Physical: Sufficient health to be able to conduct with both arms.
- D. Academic: none, music major preferred.
- E. Desirable Qualifications: Experience with Powerpoint presentations and projection equipment and prior completion of MUS 337: conducting or previous experience with conducting.