



# Student Labor Position Description

## Multi Work-Learning-Service Level Form

(For combining up to two Work-Learning-Service levels (WLS) on the same form)

Department Name: Music

Org. #: 2152

Position Title: Departmental Assistant/Associate

WLS Levels: 3 -- 4 Position Codes: S07357, S07404

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

Current Revision Year: 2010

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### 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:

  - Student managers in the department; or
  - Students responsible for managing highly technical positions within the department; or
  - 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:

  - Supervision of other student managers; or
  - 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.

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#### I. WLS Levels 3 -- 4

#### II. Description of Duties for This Position:

A. The following duties are assigned to WLS level 3:

1. Design concert and event posters and programs, submit them to Printing Services to be copied, and pick them up from same location.
2. Assist the Department Chair in the day-to-day administration of the department.
3. Oversee the registration of applied lessons: copy forms, distribute, sort applicants into the appropriate faculty member's studio, and send out lesson acceptance slips and rejection letters.
4. Basic office work: filing, copying, etc.
5. Work with Admissions with Perspective Music Students (Music Experience Profiles)
6. Keep track of music major and applied lesson student attendance at music events and departmental performances.
7. Coordinate receptions, including setting up, tearing down, and cleaning up afterward.

8. Check Request and W-9 management for the Music Department.
9. Coordinate with Motor Pool on all off-campus events.
10. Other job-related duties as assigned.
11. Running errands for departmental faculty and staff.
12. Work with Building Administrator in College and off-campus correspondence.
13. Assist in emergency evacuations.

B. In addition, WLS level 4 would be responsible for the following duties:

1. Faculty position search correspondence and record keeping
2. Manage the Departmental Webpage and update the college master calendar with department's events.
3. Assist faculty when teaching assistants are not present.
4. Training new employees on Microsoft Office Suite .
5. Assist janitors with building maintenance and oversee their work in absence of Building Monitor.
6. Performing benchmark institution surveys by request of Department Chair.
7. Assist faculty with arrangement and mechanical licenses for performed works.
8. Manage office when Building Administrator is absent.
9. Lead tours of Presser Hall and introduce music faculty to prospective students and College guests.
10. Manage budget accounts.

### **III. Learning Opportunities for This Position:**

A. The following are learning opportunities for WLS level 3 :

1. Event management, organizational and administrative skills, independent work
2. Office Management
3. Administration of a music ensemble.

B. In addition, the following are learning opportunities for WLS level 4 :

1. Budgeting of accounts
2. working in a professional environment with College Faculty and Staff
3. Understand of US Copyright Laws
4. Management skills of a webpage
5. Understand of faculty search process.
6. Conducting benchmark institution surveys

### **IV. Qualifications Needed For This Position (Indicate Any That Are WLS Level Specific):**

1. General: Initiative, works well alone and with others, works well under pressure, pays attention to deadlines.
2. Skills: competent with the entire Microsoft Office Suite; good phone technique; knows how to make copies
3. Academic: none.