



Student Labor Position Description

Single WLS Level Form

Department Name: Music

Org. #: 2152

Position Title: Instrumental Librarian

WLS Level: 3 Position Code: S09312

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. Make Performance arrangements using Sibelius or Finale arrangement software.
- B. Budget the band's finances and handle all paperwork involved.
- C. Teach sectionals
- D. Coordinate with Motor Pool regarding all off-campus events.
- E. Keep track of Wind Ensemble attendance and all other records.
- F. Copy music and distribute parts to Wind Ensemble members.
- G. Assist in Band tour and Music Educator's National Conference retreat preparations.
- H. Serve as a communicator between the Director of Bands and the Wind Ensemble Members and correspondence between the Director of Bands and other campus and off-campus departments.
- I. Recruit new Wind Ensemble members, keep up with recruiting materials, set up and tear down the music department display board.
- J. Assist with the Web site for the Instrumental Ensembles

- K. Obtain mechanical rights for all recording projects
- L. Work with administrative staff and College Public Relations Department to advertise events.
- M. Design concert programs and submit them to Printing Services.
- N. Set up and tear down the Wind Ensemble setup

III. Learning Opportunities for This Position:

- A. Arranging and part-writing music
- B. Basic operations in Finale and Sibelius Music arranging software.
- C. Basic conducting patterns and time-marking skills.
- D. How to organize and run a rehearsal
- E. Administration of an instrumental ensemble
- F. Organization, communication, interpersonal, interpersonal and leadership skills.

IV. Qualifications Needed For This Position:

- A. General: Basic Conducting, good writing and communication skills, dependability, works well both alone and with others, organized
- B. Skill: Basic conducting skills
- C. Physical: enough physical health to conduct sectionals and set up/tear down four days a week.
- D. Academic: equal to Music Education Admission requirements.
- E. Desirable Qualifications: Ability to use Sibelius or Finale music arranging software, knowledge of instrumental transposition, and excellent communication skills.