



# Student Labor Position Description

## Single WLS Level Form

Department Name: Music

Org. #: 2152

Position Title: Presser Hall Monitor

WLS Level: 3 Position Code: S57113

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:

  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.

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#### I. WLS Level: 3

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

- A. Checks and locks all doors to outside. Turns off all lights except those necessary. Closes all windows.
- B. Provides general security and safety. Checks exit lights, emergency lights, and fire extinguishers each week, and notates on appropriate tags; reports any problems to Safety and Security. Makes sure that the building is in compliance with all safety and fire regulations. Listens for suspicious or unusual noises.
- C. Supervises and evaluates the building's student janitor staff. Attends weekly labor meetings each Thursday at 4:00 pm.
- D. Training of the janitors by the Facilities Management Staff at the beginning of each school year in conjunction with Building Administrator.
- E. Maintains inventory of necessary janitor supplies. Orders new supplies when necessary.
- F. Completes the work of individual janitors if they fail to do so and the work needs to be done.
- G. Performs other job-related duties as assigned.

H. Possible Additional Duties: See that workplace and environs are clean. Keep the kitchen clean, dishes washed, and trash emptied. Organize music events, Maintain outside of building, some office work, supervise building at events, transport any money to Lincoln Hall, Stage Assistant for recitals and concerts, clean pianos, event usher, guide building tours for potential and new students.

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

- A. The student will learn about building safety procedures on the Berea College campus, especially concerning inspection of fire extinguishers, emergency lighting and exit signs.
- B. The student will learn proper basic building maintenance procedures such as floor mopping, use of chemical cleaning agents, procedure for dusting pianos, etc.
- C. The student will learn and will practice supervisory and evaluation skills.
- D. The student will learn how to properly prepare the building for vacation breaks.
- E. The student will learn how to order and how to manage janitorial supplies.

**IV. Qualifications Needed For This Position:**

- A. General: responsibility, dependability.
- B. Skills: leadership; supervisory; problem-solving; basic fix-it skills
- C. Physical: climb ladders, lift supplies, lots of walking, climbing stairs.
- D. Academic: none
- E. Desirable, Nonessential Qualifications: Knowledge of basic building maintenance--cleaning and repair, knowledge of campus safety and security procedures.