



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: Public Relations

Org. #: 5030

Position Title: Magazine Associate

WLS Levels: 3 -- 4 Position Codes: S69301 , S69310

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, 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.

I. WLS Levels 3 -- 4

II. Description Of Duties For This Position:

A. The following duties are assigned to WLS level 4:

1. Gathers, writes, and edits material for Berea College Magazine Writer/Editorial Assistant
2. Conducts interviews, gathers information and writes assigned feature articles
3. Proofreads assigned publications for Public Relations Department
4. Photographs and scans images as needed
5. Performs other duties as directed that relate to the functions of the Public Relations Department
6. Attends lectures and takes notes for quotes and news stories
7. Photographs and scans images as needed
8. Organizes and helps analyze award-winning magazines and articles
9. Condenses news stories for publication
10. Transcribes interviews for self and other writers as directed

- B. In addition, WLS level 5 would be responsible for the following duties:
1. Brainstorms article topics for future issues
 2. Identifies the purpose and scope of articles, develops interview questions, gathers information and writes original articles
 3. Gathers, writes and/or edits material for Berea College Magazine and other College publication
 4. Proofreads assigned publications for Public Relations Department
 5. Photographs and scans images as needed
 6. Writes news briefs, feature stories and other publications using a variety of writing styles and publication formats
 7. Performs other duties as directed that relate to the function of the Public Relations Department
 8. Answers phones/provides necessary assistance to the caller
 9. Assists in maintenance of photography and publication files
 10. Suggests story ideas to the staff
 11. Sees that the workplace and surrounding environments are clean
 12. Performs other job-related duties as assigned/needed
 13. Willing to assist with digital photography and editing techniques

III. Learning Opportunities For This Position:

- A. The following are learning opportunities for WLS level 3 :
1. Will demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as published in the Berea College Student Labor Program Policies and Procedures Manual
 2. Will develop skills in editing for style and content
 3. Will write news briefs, feature stories and other publications using a variety of writing styles and publication formats
 4. Will learn digital photography and editing techniques
 5. Will learn how to plan, research, and produce various types of communications
 6. Will learn to help with planning and scheduling
- B. In addition, the following are learning opportunities for WLS level 5 :
- 1.

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

- A. General: dependable, sets and meets deadlines, exhibits initiative, works well with others
- B. Skill: computer skills, writing ability, attention to detail
- C. Physical: well maintained appearance, as you will be dealing with the public often
- D. Academic: should maintain good grades and College requirements; background in communication, journalism and/ or composition courses helpful
- E. Desirable Qualifications: ability to work well under pressure, news/feature writing experience
- F. News/feature writing experience, photography experience, organizational skills