



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: Photo Associate

WLS Levels: 3 -- 4 Position Codes: S96304 , S65401

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 3:

1. Builds upon fundamentals learned previously and assists individuals who are less skilled (lower levels) with photographic problems and answers basic questions
2. Develops knowledge of photo equipment and offers opinion and insight into new purchases
3. Learns more about areas of specialty, e.g. studio or event photography
4. Able to fill archive requests from outside the current databased photos

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

1. Manages software ID-Imager
2. Makes sure work area/ environment is clean, organized and well stocked

3. Uses knowledge gained through previous experience to help train and supervise other photographers in the art of photography (including camera theory, operation, etc)
4. Possible other duties: Performs other job-related duties as assigned/ needed, checks databased shoots to ensure quality in processing, cleaning equipment, maintaining the equipment/photographer roster in the Red Beam inventory system

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 continue to interface with a variety of people in many different professions, thus interpersonal and organizational communication skills will continue to be enhanced
 3. Interpersonal skills are important when taking portraits - identifying name, providing comfortable setting for the shoot
 4. Learn and understand PR photo practices from the past and thus understand how to locate images outside databased archive
- B. In addition, the following are learning opportunities for WLS level 4 :
 1. Learn how to effectively give positive criticism to help other photographers improve
 2. Learn to work with check-out and inventory system upkeep
 3. Learn to assist Photo Manager with duties as needed

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

- A. Thorough knowledge of the policies and procedures related to the photographic needs of the Public Relations office; ability to conduct interviews; ability to train and supervise other students (WLS 3); willingness to assume a high degree of writing responsibility
- B. Thorough knowledge of photographic theory, and ability to competently utilize knowledge on the job; good organizational skills; good writing skills; ability to work well and effectively with peers and instructors; ability to proofread both within database software and in print process (WLS 4)
- C. Willingness to commit to full year in the position.
- D. Understand and exhibit to others why a clean, neat, respectful appearance and mode of dress is required.
- E. Student should be in good standing with all various College departments and policies.
- F. Must be dependable and responsible with respect for confidentiality.
- G. The students who work in Public Relations are a very important part of the Public Relations' team. The duties listed above are but a representative sampling of the kinds of duties and responsibilities of the Office Assistant who work in the office. Any worker (full-time staff or student) must be willing to accept assignments of a varied nature that are designed to fulfill the needs of the office's responsibilities in support of Public Relations and the work of the Office.