



Student Labor Position Description

Single WLS Level Form

Department Name: Public Relations

Org. #: 5030

Position Title: Photo Coordinator/ Supervisor

WLS Level: 5 Position Code: S65501

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:

 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: 5

II. Description Of Duties For This Position:

- A. Must work 15 hours per week and been an employee of Public Relations a minimum of two years.
- B. Allocates photography assignments appropriately, assuring that all photos are equitably assigned for the hours in which photographers are available, and that no photographer takes more than 3 shots per week.
- C. Assumes responsibility for making sure that assignments meet technical standards and quality desired by PR and other various College needs.
- D. Maintains inventory of equipment and assures that all cameras and equipment, including batteries and flashes, are in working condition.
- E. Drafts letters to repair cameras under warranty.
- F. Creates barcode labels for new equipment and maintains inventory of equipment.
- G. Manages the PRphoto e-mail account, including photo requests and follow up.
- H. Ensures that each image is backed up to CD/DVD, keyworded, and archived properly onto the server.

- I. Keeps records of all photos taken in the photo archive and database, including name of photographer, name of subjects, and place and date; assures that files on CD or DVD in the PR photo filing system are checked out/checked in, and returned to their original folders.
- J. Coordinates and assists in hiring student photographers; coordinates staff meetings and training sessions.
- K. Organizes and leads student labor meetings to discuss issues and to offer advice to trainees as requested by the PR photography manager.
- L. Makes sure work area/environment is clean, organized, and well stocked.
- M. Updates wall calendars and Outlook calendars related to photography.
- N. Researches and suggests equipment and office supplies as needed.
- O. Prepares material for submission fo the College's special collections archive.
- P. Assures model releases are received in the office, especially for shoots that involve minors.

III. Learning Opportunities For This Position:

- A. 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
- B. Exemplifies professionalism and in -depth knowledge of the concepts of photojournalism and how these apply to the world of publications and public relations.
- C. Possesses a high degree of professionalism in interfacing with a variety of people in many different professions; interpersonal and organizational communication skills will be fine-tuned.

IV. Qualifications Needed For This Position:

- A. Must have previous two years experience as photographer in BC Public Relations and spent at least one semester, preferably a year, as a WLS 4 at Public Relations, and work a 15 hour work contract.
- B. Thorough knowledge of the policies and procedures related to the photographic needs, both supplies and suppliers, of the Public Relations office; ability to conduct interviews; ability to train and supervise other students; willingness to assume a high degree of writing responsibility.
- C. Has a keen interest in photography software and hardware.
- D. Posses strong organizational skills, ability to competently utilize knowledge on the job; ability to work well and effectively with peers and instructors.
- E. Understand and exhibit to others why a clean, neat, respectful appearance and mode of dress is required.
- F. Student should be in good standing with all various College departments and policies.
- G. Knowledge of color digital photography in addition to black/white photography, familiarity with Canon, Nikon, Fuji digital cameras, as well as large format photography, skill with digital manipulation packages, familiarity with Excel, Access, Filemaker Pro, and other data management systems, ability to handle multiple tasks, detail oriented, team player.
- H. Professional phone etiquette, excellent written and spoken English skills.
- I. Willingness to commit to full year in the position
- J. Willingness to accept tasks as assigned, and delegate as needed.
- K. 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.