



Student Labor Position Description

Single WLS Level Form

Department Name: Public Relations

Org. #: 5030

Position Title: Photo Database Associate

WLS Level: 3 Position Code: S09427

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: 3

II. Description Of Duties For This Position:

A. In addition to WLS level 2:

1. Knows fundamentals of photography archiving and can train other individuals who are less skilled (lower levels), with problems associated with this process
2. Knows and is willing to learn fundamentals of software digital management such as IDimager, Photoshop, and other digital management programs
3. Maintains Excel worksheet documentation of photoshoots backed up and a record of photoshoot and archive requests
4. Processes photos with data on photographer, event, key people, and creates outline descriptions, assigning (or creating) keywords based on the hierarchical vocabulary
5. Has the experience and ability to identify stock-worthy images and rate them accordingly
6. Works to ensure stock photography stores are kept up to date and usable
7. Creates a system for organization across the board of filing documents

8. Keeps photo cabinet and work area organized
9. Understands how to scan in images for the database and is able to instruct others
10. Maintains IDimager error logs and instructs students in how to fill one out. Coordinates with staff members to ensure problems are reported and resolved
11. Able to fill archive requests from outside the current databased photos
12. Possible additional duties: Performs other job-related duties as assigned/needed, checks others' work to maintain quality in processing, makes sure work environment is clean, organized, and well stocked

III. Learning Opportunities For This Position:

A. The following are learning opportunities for WLS level 2:

1. Demonstrates 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 Berea College Student
2. Learns and understands the broader workings of photojournalism in the world of publications and public relations
3. Learns and understands the concepts of digital photo management and how others access and use the photographic files
4. Learns to identify a variety of people to aid with photo identification, thus interpersonal and organizational communication skills will be enhanced

B. In addition, the following are learning opportunities for WLS level 3:

1. Learns the best practices regarding software error reporting and maintenance
2. Learn to communicate to staff on statuses of the archive including progress reports and stock photo amounts
3. Learn and understand PR photo practices from the past and thus understand how to locate images outside databased archive

IV. Qualifications Needed For This Position:

1. General: Genuine interest in photography and digital asset management systems. Willingness and an ability to learn detailed, technical information. Dependable, trustworthy, and willing to work toward a higher position in the field of photography
2. Skill: Knows how to use computer equipment, scanners, and cameras. Is a proficient speller and writer. Has the ability and willingness to instruct other student workers in the technical processing of photos
3. Physical: Normal health, dresses in appropriate attire for public relations
4. Academic: Must maintain acceptable academic standing
5. Desirable qualifications: Previous Photo Database Assistant experience or an "eye" for photography, demonstrated interest in photography as a medium, demonstrated interest in digital asset management systems, organizational skills, familiarity with technical aspects of computerized photo management