



# 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: Web Publishing Assistant

WLS Levels: 1 -- 2 Position Codes: S67311 , S67312

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: 2011

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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, 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.

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#### I. WLS Levels 1 -- 2

#### II. Description Of Duties For This Position:

A. The following duties are assigned to WLS level 1:

1. Receive content from staff supervisor or student managers for 'berea.edu' that is new, replacement for existing content, or supplemental to existing content. Using appropriate web authoring software, implement web file changes to accommodate these content changes.
2. Report when changes are completed for supervisory review. Make corrections or modifications as directed.
3. Continuously expand skillset through supervisor-assigned problems in web design and authoring.

B. In addition, WLS level 2 would be responsible for the following duties:

1. Accept and log content change requests from campus-wide providers via email to [webteam@berea.edu](mailto:webteam@berea.edu). Alert staff supervisor or student manager that changes have been logged and await assignment.

2. Work collaboratively with content managers ("clients" on campus who are responsible for web page changes for their department, office or division) to clarify issues regarding any change request; then make changes as mutually understood.

### **III. Learning Opportunities For This Position:**

- A. The following are learning opportunities for WLS level 1 :
  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, Tools (07-08).
  2. Growing familiarity with web authoring tools; application of a broadening set of skills.
  3. Understanding how team work flows are created and carried out, maintained and reviewed; including an appreciation for the importance of interdependencies based on inter-personal communications.
  4. The significance of meticulous and error-free output when service is provided for which others ("clients") assume responsibility.
- B. In addition, the following are learning opportunities for WLS level 2 :
  1. Continuous learning about web authoring tools and techniques.
  2. How to successfully engage with a "client" through interpersonal communications; including the subtle differences between work communications within a team versus representing the team to a "client."

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

- A. WLS Level 1 - Basic computer literacy; Windows operating system familiarity; touch typing (keyboarding).
- B. Additional for WLS Level 2 - Some familiarity with web design and/or web authoring. (Do not count social networking experience.)
- C. Willingness to accept tasks as assigned, must be fairly articulate, good communications skills, learn professional phone etiquette, must have the ability to take notes and deliver messages concisely, and should have a genuine interest/concern for Berea College.
- D. A clean, neat, respectful appearance and appropriate mode of dress are important due to the nature of the position.
- E. Student should be in good standing with all various College departments and policies.
- F. 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.