



Student Labor Position Description

Single WLS Level Form

Department Name: President's Office

Org. #: 1050

Position Title: Imaging Student Supervisor

WLS Level: 4 Position Code: S7112

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

Current Revision Year: 2009

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: 4

II. Description Of Duties For This Position:

- A. Assist the labor supervisor in observing, training and evaluating document imaging assistants.
- B. Analyze, organize and scan documents/files to create computerized , electronic record for storage and retrieval, same as assistants, but at level 4, student should require no assistance and have minimal errors.
- C. Assist the labor supervisor with final proofing and indexing of electronic files for quality, accuracy and completion.
- D. Student supervisor should completely understand the importance of document imaging, remain focused with minimal supervision and express this to imaging assistants.
- E. Serve as liaison between imaging assistants and labor supervisor.

III. Learning Opportunities For This Position:

- A. Learn management and supervisor skills.

- B. A student supervisor will have been an imaging assistant for two years and have a good understanding of the unique professional perspective of document imaging and its relation to Berea College.
- C. Obtain a good working knowledge of the office routines, etiquette, and be able to offer ideas for improvement.
- D. Student should possess a good work ethic consisting of punctuality, dependability and ease with prioritizing work and completing assigned tasks efficiently and effectively.
- E. Should understand and be able to express their role in a team-based work environment.

IV. Qualifications Needed For This Position:

- A. Applicant should have been employed with this department at a level 1 or 2 for two years.
- B. Willingness to accept tasks as assigned.
- C. Confidentiality is required.
- D. Must be dependable and responsible with respect for the college.
- E. Must have ability to follow directions, pay attention to detail, remain focused, and delegate work as needed.
- F. A clean, neat respectfully appearance and appropriate mode of dress is important as well.
- G. Some lifting is required.
- H. The student supervisor is very important to the labor supervisor to help manage the students and project.
- I. The duties listed above are but a representative sampling of the kinds to duties and responsibilities of the student supervisor who work in the office. Any work (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 the Imaging Department.