



# Student Labor Position Description

## Single WLS Level Form

Department Name: Printing Services

Org. #: 3024

Position Title: Office Manager

WLS Level: WLS 4 Position Code: S09308

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

Current Revision Year: 2009

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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:

  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.

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#### I. WLS Level: 4

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

- A. The following are the essential duties in the Department:
  1. Greet customers, answer phones
  2. Operate copiers/presses without assistance
  3. Spiral bind books, fold, staple, collate, cut, and drill as necessary
  4. Stock Shelves
  5. Operate fax machine
  6. Sell Venda Cards / supplies
  7. Janitorial Duties
  8. Price orders
  9. Performs other job-related duties as assigned.
  10. The following are possible additional duties for this position:
    - a. Run orders without Assistance

- b. Deliver paper
- c. Clean department copiers
- d. Take inventory
- e. See that the workplace and environs are clean.
- f. Help guide new workers
- g. Account billing with Assistance
- h. Making student schedules
- i. Run press room equipment with minimal Assistance
- j. Clean press room equipment
- k. Deliver press room orders

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

- A. Will develop an ethical understanding of work
- B. Will learn how to develop a sense of participation and dependence in others
- C. Will be instructed on operation of machinery
- D. Will develop the skills necessary to work under pressure
- E. Will develop an ethical sense of teaching skills to fellow students while learning how to correctly dictate orders

**IV. Qualifications Needed For This Position:**

- A. General: 2+ years of experience at Printing Services with a proficient knowledge and skill with all of the machinery and workplace requirements.
- B. Skill: Ability to operate machinery without guidance and to be able to guide peers on any given machine.
- C. Mental: Good team leading, Self-motivated individual
- D. Physical: Good health, ability to lift and carry 40 to 50 pounds

**V. Desirable Qualifications:**

- A. Must have attention to detail
- B. Self Motivation to attend to needed jobs
- B. Must be dependable and prompt
- C. Must work well with people
- D. Ability to work independently
- E. Receptionist skills
- F. Self-motivation to work independently of guidance/instruction