



Student Labor Position Description

Single WLS Level Form

Department Name: Ecovillage

Org. #: 3153

Position Title: Community Monitor

WLS Level: 5 Position Code: S15155

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, 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.
- **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. Fulfill all expectations of a Community Advisor (Duty, Programs, etc.) as well as serve as a role model
- B. Advise, guide and assist Ecovillage residents
- C. Return to campus prior to each semester for Leadership Team Training and Staff Training
- D. Assist in campus procedures in the event of crisis or inclement weather
- E. Complete monthly Monitor's checklists to be submitted to Public Safety (Officer Dianna Eirich)
- F. Order supplies on a regular and as needed basis and provide updates at staff meetings
- G. Submit and follow up with work requests in a timely manner
- H. Develop and maintain a professional working relationship with Facilities Management
- I. Supervise, provide training, and facilitate weekly or bi-weekly meetings with Facilities Assistants
- J. Calculate and monitor Facilities Assistant timesheets
- K. Test weather alert radios and emergency flashlights and kits on a regular basis
- L. Organize and manage all check-in/check-out procedures for the apartments

III. Learning Opportunities For This Position:

- A. Building maintenance procedures.
- B. Develop the attributes appropriate to Grade 5 positions: Have an understanding of departmental policies and relationships; develop and model strong interpersonal/communication skills; demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs.
- C. Becomes very well informed and monitors many types of safety issues (fire safety, date rape, tornado, warnings, etc.).
- D. Counsel students with serious issues/problems and make referrals as needed.
- E. Take part in House Councils/Judicials.
- F. Perform team functions as determined by the Community Coordinator.
- G. Supervise and evaluate Facilities Assistants.

IV. Qualifications Needed For This Position:

- A. Ability to work independently.
- B. Strong leadership ability.
- C. Commitment to developing a cohesive community.
- D. Good understanding of Sustainability and Environmental Awareness.
- E. Academic: Student must be in good standing (no probationary status).
- F. Previous experience in home maintenance greatly desired.
- G. Commitment to abide by all College policies and confront and report any policy violations.
- H. Commitment to attend all training sessions throughout the year.