



# Student Labor Position Description

## Multi WLS Level Form

(For combining up to two Work-Learning-Service levels (WLS) on the same form)

Department Name: Residence Halls Facilities Assistants

Org. #: 3154

Position Title: Facility Assistant

WLS Levels: 1 -- 2 Position Codes: S51111 , S51112

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, 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:

  - 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. Work a minimum of 10 hours a week.
2. Attend all departmental training sessions and Labor meetings.
3. Daily cleaning of certain areas of the building as identified by the Hall Monitor, including, but not limited to, restrooms, floors, kitchens, hallways, and taking out the trash.
4. Assist with residence hall sustainability initiatives.
5. Note and report all residence hall damages and work orders to the Hall Monitor.
6. Responsible for the proper care of all facility maintenance equipment.
7. Ensure proper use and handle of all cleaning agents and materials.
8. Keep facility assistant closets clean and organized.

- B. In addition, WLS level 2 would be responsible for the following duties:
1. Assist Hall Monitor with specific tasks and projects in the building.
  2. Make sure that supplies are stocked and stored in the facility assistant closets.
  3. Keep inventory sheet updated.
  4. Responsible for making sure that all facility assistant equipment, such as vacuums, are in working condition.

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

- A. The following are learning opportunities for WLS level 1 :
1. Learn how to use all cleaning materials, including equipment and chemicals, properly.
  2. Healthy attitudes toward work and supervision.
  3. Recognize the importance of maintaining a pleasant, safe living environment within the residence hall.
  4. Maintain a high level of cleanliness and order in the residence hall.
  5. Learn to develop confidence in skills and appreciate work as a process as well as a product.
- B. In addition, the following are learning opportunities for WLS level 2 :
1. Ability to think independently within guidelines.
  2. Improve time management skills based upon standards and schedules.
  3. Develop the skills necessary to be an active part of a living and learning community.

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

- A. Punctuality and reliability.
- B. Willingness to listen and ability to follow instructions.
- C. Ability to work independently and exhibit time management skills.
- D. Demonstration of ability to care for facility assistant equipment, other materials, and the building in general.
- E. Creativity in suggesting improvements of working procedures while still following instructions.
- F. Basic knowledge of cleaning procedures.
- G. Physical mobility and manual dexterity.