



# Student Labor Position Description

## Single WLS Level Form

Department Name: Residential Life Collegium- Hall Leadership

Org. #: 4035

Position Title: Hall Coordinator

WLS Level: 5 Position Code: S17111

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:

  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: 5

#### II. Description of Duties for This Position:

- A. Fulfill all expectations of a Resident Advisor.
- B. Serve as a member of the hall Leadership team, along with the Collegium member and Hall Monitor.
- C. Ensure that the monthly Monitor's checklists is submitted by Hall Monitor with FA payroll.
- D. Develop and maintain a professional working relationship with the Residence Life Collegium and campus partners.
- E. Facilitate weekly staff meetings using the shared agenda format.
- F. Advise residence hall House Council.
- G. Maintain and update the residence hall floor plan as needed.
- H. Oversee programming efforts in the hall and hold staff members accountable to these efforts.
- I. Create duty calendar, including staffing the hall during breaks.
- J. Maintain accurate and updated employment files for Resident Advisors and Monitor.

- K. Understands many types of safety issues (fire safety, date rape, tornado warnings, etc.) and is able to share this information with the community.
- L. Calculate and monitor Residence Advisors and Monitor payroll.
- M. Is responsible for all building operations in the absence of a Collegium member.
- N. Additional duties and responsibilities as assigned.

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

- A. Participate in week long training session before fall term begins to cover position basics.
- B. Attend weekly labor meetings that cover both professional and personal development topics.
- C. Research materials to provide educational programming for residents.
- D. Train and supervise Resident Advisors and Hall Monitors.
- E. Research team development strategies in order to effectively lead hall staff team and advise House Council.

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

- A. The desired candidate should possess an interest and motivation in working with students in a residence hall, while supporting the educational mission of the college and department.
- B. The student should also have two semesters of experience living in Berea College residence halls OR one semester of experience and sophomore status at the time of employment (30 Credit hours).
- C. The student should have at least one semester of experience as a Resident Advisor or a Facilities Assistant.
- D. All Hall Coordinator's must be in good academic standing and financial standing with the college and may not be on any disciplinary probation during the time of employment.