



Student Labor Position Description

Single WLS Level Form

Department Name: Residence Halls Facilities Assistants

Org. #: 3154

Position Title: Hall Monitor

WLS Level: 5 Position Code: S57202

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 Resident Advisor.
- B. Serve as a member of the hall Leadership team, along with the Collegium member and Hall Coordinator.
- C. Complete monthly Monitor's checklists to be submitted with FA payroll.
- D. Order cleaning supplies on a regular and as needed basis.
- E. Submit work orders in a timely manner.
- F. Develop and maintain a professional working relationship with your Zone Leader at Facilities Management.
- G. Facilitate weekly or bi-weekly meetings with Facilities Assistants.
- H. Maintain accurate and updated employment files for all Facilities Assistants.
- I. Calculate and monitor Facilities Assistants' payroll.
- J. Sponsor educational programming in the areas of communal living in relation to cleanliness and recycling efforts as needed.

- K. Understand the Facilities Assistant training/supervision program and strives to help others understand the same.
- L. Able to assess maintenance concerns quickly and implement the necessary procedures to fix such concerns.
- M. Conducts evaluations of Facilities Assistants in a manner that fosters growth and development.
- N. Able to explain the importance of community member responsibility in the cleanliness of the hall, recycling efforts, general maintenance, etc.).
- O. Understand many types of safety issues (fire safety, date rape, tornado warnings, etc.) and is able to share this information with the community.
- P. 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 Facilities Assistants.
- E. Attend training sessions as Facilities Management to learn about operations and supply procedures.
- F. Learn recycling practices to ensure sustainability within the residence hall.

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 Assistant or a Facilities Assistant.
- D. All Hall Monitor'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.