



# Student Labor Position Description

## Single WLS Level Form

Department Name: Residential Life Collegium Hall Leadership

Org. #: 4035

Position Title: Resident Advisor

WLS Level: 4 Position Code: S77112

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: 4

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

- A. Serve as a role model for other students and staff by following policies and establishing and maintaining credibility within the floor/wing, building, and college community.
- B. Express a positive attitude towards the college, Residence Life, their responsibilities, and fellow staff members.
- C. Spend time building a community and getting to know each resident personally.
- D. Make intentional contact with residents living on the floor, as well as residents throughout the building.
- E. Work to provide open lines of communication and dialogue in order to foster a positive living environment. (e.g. enforcing, holding floor meetings, maintain bulletin boards, and being a visible presence on the floor)
- F. Attend, participate, and assist in all training sessions prior to each semester.
- G. Attend all staff meetings and schedule one on one appointments with their Collegium or Hall Coordinator.
- H. Carry out specified procedures for hall opening and closing, both at the beginning and end of each semester as well as during holiday and break periods occurring mid-semester

- I. Work in conjunction with Facilities Assistant (FA's) and the Hall Monitor to verify and follow up on work orders in the hall
- J. Serve regularly scheduled duty in the residence hall, making regular rounds of the building, confronting policy violations, assisting with student concerns, handling emergence situations, submitting work orders to the Hall Monitor and incident reports when necessary, and utilizing additional staff for assistance when dealing with and reporting situations.
- K. Make rounds of assigned floor/wing(s) on a daily basis by talking with residents, engaging in community building, and completing work orders for Hall Monitor.
- L. organize, plan, implement, and evaluate social, recreational, and educational programs each semester. These programs should be of a diverse nature which encourage residents to become active members of their community and emphasize the residence hall as a "living and learning" environment.
- M. Hold floor meetings as needed or directed each semester.
- N. Support the efforts of the House Council and other campus wide organizations on campus.
- O. Maintain and update bulletin boards and hall decorations on a regular basis, with a mix of informational materials and educational programming. Remove outdated flyers and posters in a timely manner.
- P. Advise/counsel students and refer them to additional resources when appropriate ( e.g. Hall Coordinator, Collegium, Health Service, Counseling and Psychological Services, and Public Safety).
- Q. Check college email account daily.
- R. Adhere to all policies and procedures regarding access to and use of building master keys, student room keys, and all other keys issues for work-related purposes.
- S. Read and be familiar with the RA Staff Manual, Residential Living Guide, Berea College Student Handbook, and all other relevant materials regarding campus resources, policies and procedures.
- T. Assist with recruiting, selecting, and training new staff members.
- U. 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. Assist with training other staff members.

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

- A. The desired candidate should possess an interest 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 semester 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. All RA'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.