



Student Labor Position Description

Multi Work-Learning-Service Level Form

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

Department Name: Technology and industrial Arts

Org. #: 2147

Position Title: Laboratory Associate

WLS Levels: 3 -- 4 Position Codes: S55123 , S55124

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:

 - 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.

I. WLS Levels 3 -- 4

II. Description of Duties for This Position:

A. The following duties are assigned to WLS level 3:

1. Works in specific laboratory. Assists instructor and lab supervisor in the maintenance of laboratory and supervision of students in classes.
2. Under direction of instructor/lab supervisor, help plan lessons, research materials and any other investigation required by assigned faculty.
3. Assist lab supervisor and maintain specified areas for assigned faculty.
4. Performs other job-related duties as assigned.
5. Assist student in with lab projects.

B. In addition, WLS level 4 would be responsible for the following duties:

1. Assist faculty supervisor and student lab manager(s) with demonstrations and getting supplies ready for class(es).
2. Maintain hand tools in cabinets. Check to make sure tools are in place and ready for next class. When a tool needs to be replaced, research websites for best price to replace the tool(s). Give this info to faculty supervisor and the Administrative Assistant.
3. Supervisor WLS 1, 2, and 3 students when a lab manager or Assistant Lab Manager isn't available.

III. Learning Opportunities for This Position:

- A. The following are learning opportunities for WLS level 3 :
 1. Problem Solving
 2. Advance knowledge of skills of specific area of interest-Example: woods, power, metals, graphics, electronics.
 3. Interaction with faculty and students of all ages.
 4. Advance knowledge of lab machines and their maintenance.
- B. In addition, the following are learning opportunities for WLS level 4 :
 1. To set up demonstrations and relay that knowledge to students in class.

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

- A. General: Dependable, responsible, work well with others, command of fundamental process, respect confidentiality.
- B. Skills: Possesses high degree of skill and knowledge in assigned area and has a desire to further interest and knowledge in the area. Knowledge of basic office and lab machines.
- C. Physical: None
- D. Academic: Meet academic standards of department and college.
- E. Efficiency: Willing to enroll in specified class for advancement of higher position grades.
- F. WLS 4 must contract for 12 hours per week.
- G. WLS 4 major unless recommended by assigned faculty.
- H. WLS 4 must have worked in same Technology Department Lab at least one year.