



# 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: Lab Manager

WLS Levels: 4 -- 5 Position Codes: S83147 , S83243

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 4 -- 5

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

A. The following duties are assigned to WLS level 4:

1. Supervises all work in a specific laboratory. This includes the work of other lab students as well as individuals engaged in curricular and extra curricular faculty approved activities. Curricular activities are classes and class labs, faculty supervisor approved activities may include but not limited to Tec Club projects.
2. Monitors condition of laboratory equipment and follows through with procedures necessary for maintenance/repair.
3. Work with the department's administrative assistant with ordering of supplies.
4. Stock and keep inventory of lab supplies.
5. Perform designated laboratory demonstrations.
6. Work with Westervelt class when in their specific laboratory. With this being for a community outreach course, the participants often require more one on one.

7. Supervisor other labor students WSL 1, 2, 3 and 4 Lab Assistant and Lab Associates.
8. Performs other designated duties as specified by the instructor. Department often does repairs for other departments, maybe asked to help with these repairs. May also assist with research, such as energy efficiency or new products.
9. Work with instructor in scheduling of specific class demonstrations and assures a ready flow of materials.

B. In addition, WLS level 5 would be responsible for the following duties:

1. Analyze equipment and facility needs and make recommendations. May include trouble shooting equipment problems, layout of lab and new products.
2. Assist in grading of tests, papers and final lab project.
3. Keep records of materials students purchase from department for projects. These materials may include but not limited to wood, finishes, sanding supplies, film, photo paper and inks. Work with Administrative Assistant in getting total cost for each student for final project.
4. Collect class schedules from WSL 1, 2, 3 and 4 and make schedule to best serve those using their specific laboratory.
5. Supervise all WSL 1, 2, 3, and 4 students in specific lab.
6. Conduct lab labor meeting.

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

A. The following are learning opportunities for WLS level 4 :

1. Problem Solving
2. Organizational and supervision skills.
3. Advance knowledge and skills in specific area of interest. Example-woods, power, graphics, electronics.
4. Advance knowledge of lab maintenance.
5. Interaction with faculty and students of all ages.

B. In addition, the following are learning opportunities for WLS level 5 :

1. Scheduling
2. Organizing and leading a meeting

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

- A. WSL 4 must schedule for 12 hour contract.
- B. WSL 5 must schedule for 15 hour contract.
- C. General: Dependable, responsible, works well with others, command of process, respect for confidentiality.
- D. Skill: Possesses high degree of skill and knowledge in assigned area. Advanced knowledge of laboratory machines.
- E. Physical: none
- F. Academic: Meet academic standards of department and college. Substantial amount of coursework in the Technology and Industrial Arts Department. Must be junior or senior standing or recommended by faculty lab instructor.