



# Student Labor Position Description

## Single WLS Level Form

Department Name: TRIO: Upward Bound

Org. #: 1287

Position Title: Tutor Counselor - Summer

WLS Level: 4 Position Code: S87206

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, 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. Grade Level: 4

#### II. Description Of Duties For This Position:

- A. Supervise and live with high school aged students during a six-week residential program. Tutor Counselors supervise students in class, in residential areas and on field trips and weekend activities. Responsible for planning and leading daily one hour class. Will serve as an assistant in a daily morning class, helping supervise and keep students on task during class activities outside of the class. Duties may include planning group activities along with other staff members. All staff members will participate in a training/orientation program at start of employment. Counselors are expected to serve as mentors and participate in all program activities.

#### III. Learning Opportunities For This Position:

- A. Supervision
- B. Develop communication skills
- C. Develop teamwork skills
- D. Develop ability to manage individual projects

- E. Develop leadership skills
- F. Develop ability to take direction and carry out expectations

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

- A. Two years post-secondary education
- B. Work experience with youth
- C. Good academic standing (Major in related field of study a plus but not a requirement)
- D. Experience with handling responsibility
- E. High degree of empathy with students Upward Bound serves
- F. Ability to work independently
- G. Dependability
- H. Interest in serving others

\* Compensation for this position is based on an hourly rate plus room and board