Student Labor Position Description

Department Name: Hutchins Library - Berea Digital
Position Title: Digital Imaging Supervisor
WLS Level: 4  Position Code: S05108
Contract Hours: As defined by the status form and/or the grade level descriptions
Current Revision Year: 2014

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 4 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 WLS 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:** 4

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

A. Supervises and assesses other students' work in the area of scanning and metadata creating; revises other students' work in project software (CONTENTdm).
B. Assists in training students in scanning standards and methodology, metadata creation, and use of project software (CONTENTdm).
C. Scanning: Demonstrates an understanding of scanning standard by working with Photo Shop 5 to create and selectively modify digital images, initiating changes in scanning for individual items as necessary.
D. Metadata: Demonstrates an understanding of the process of creating and recording accurate metadata in CONTENTdm software; creates and records accurate metadata where missing in existing and new records.
E. Quality Control: Identifies and works to resolve quality control issues with Berea Digital records; includes correcting, editing and rescanning images, as well as correcting and creating metadata as necessary.

III. **Learning Opportunities For This Position:**
A. Learns to use a variety of computer skills.
B. Learns to pay attention to detail.
C. Learns to identify and resolve problems.
D. Learns quality control process and management for Berea Digital.
E. Develops leadership and supervisory skills.
F. Develops advanced skills in working with images and metadata.
G. Learns cataloging and controlled vocabulary development skills.
H. Develops a commitment to ongoing quality, growth and overall purpose of the collection.

IV. Qualifications Needed For This Position:
   A. Prompt and dependable; demonstrates respect for books and historic materials.
   B. Higher level keyboarding ability and computer skills; able to follow complicated directions and procedures.
   C. Ability to work with fragile documents with good manual dexterity.
   D. Demonstrates accuracy, thoroughness, and attention to detail.
   E. Self-starter; demonstrates initiative in prioritizing work and in working unsupervised.
   F. Ability to use various sources to locate and verify information related to collection materials to create/correct metadata.
   G. Ability to train other students and manage their work.
   H. Willingness to contract for at least 12 hours per week.