

TYPE OF WORK	TYPICAL LEVELS	DEFINITIONS / KEY WORDS	POSSIBLE DUTIES	EXAMPLE TITLE NAMES	TYPICAL WLS LEVELS
Office / Admin.	Assistant	A person who works to someone else's instruction; helper, entry level position that requires a higher level of supervision; A person providing basic support and services under the supervision of someone else.	Basic office functions such as typing, phones, scheduling, filing, copy work, etc	Office Assistant, Program Assistant, Administrative Assistant, Departmental Assistant, (Sometimes secretary and/or receptionist are used to identify these skill sets)	1,2
	Associate	A member of an organization or department who does not have full status as manager or supervisor requiring less direct supervision.	More advanced office functions such as data bases, budgets, special projects, research, training, etc.	Office Associate, Program Associate, Administrative Associate, Departmental Associate	3,4
Management	Manager	A person who directs a team with operational oversight	Oversees student work, schedules, training, oversees time reporting, supports the evaluation process, works under the departmental labor supervisor.	Student Manager, Departmental Manager, _____ Manager	5
	Director	A person entrusted with the overall direction of an enterprise; The head of an organized group or department	Oversees the broader operations of a department, gives direction to student managers, training, able to work with high level of autonomy, reports, budgets	Student Director, Student Supervisor, Departmental Director, Departmental Supervisor, _____ Director.	6
Custodial	Assistant	Varying levels of responsibility that may require higher to moderate supervision for facilities upkeep	Building cleaning, mopping, dusting, opening / closing buildings, doors, etc.	Custodian Assistant, Janitorial Assistant. Sometimes these types of jobs are identified using only Custodian, Janitor, Housekeeper, etc.	1,2
	Apprentice	<i>A person who is acquiring a trade, craft, or skill under specified conditions (Webster Dictionary) . One who is learning by practical experience under skilled workers; learning either a trade, art, or calling</i>		Apprentice Woodworker, Apprentice Weaver, Apprentice Blacksmith, etc	1,2

Craft Areas	Craftsman	<i>A worker in a skilled trade (Webster Dictionary) . A worker that has served an apprenticeship and is therefore qualified to work a specified trade (Webster Dictionary). A worker qualified to work in a skilled trade, who could also possibly assist in training an apprentice or managing other workers.</i>	Craftsman Woodworker, Craftsman Weaver, Craftsman Blacksmith, etc	3,4
	Master Craftsman	<i>A highly skilled workman, artisan, or craftsman qualified to follow his trade independently and usually, to supervise the work of others (Webster Dictionary) . A high level of artistic ability and expertise. One who is qualified to teach apprentices and can manage apprentices and other skilled workers.</i>	Master Craftsman Woodworker, Master Craftsman Weaver, etc.	5

Facilities Manage.				

Technical				

Residence Halls	Resident Advisor	High level of autonomy, less supervision, providing a broad range of residence hall support.	This designation can cover a broad range of responsibilities and oversight that may have little direct supervision. Positions of this nature are often providing programs, responding to emergencies, meeting student needs, and overseeing responding to daily residence hall needs.	3,4
	Hall Monitor	Implies a broad range of skills and abilities with the ability to work independently. It may involve monitor important and vital aspects of a job, safety, compliance, etc..	Monitors for compliance, program oversight, safety concerns, etc... and may coordinate with student managers, staff, assist a supervisor, etc.	4,5

	Hall Coordinator	A person entrusted with the overall direction of a residence hall.	Oversees the broader operations of a department, gives direction to student managers, training, able to work with high level of autonomy, reports, budgets		5,6
	Facilities Assistant	Varying levels of responsibility that may require higher to moderate supervision for facilities upkeep	Building cleaning, mopping, dusting, opening / closing buildings, doors, etc.		1,2

Miscell / General Support	Clerk/Aide	One employed to keep records, correspondence, accounts or to perform general office work, supplying a basic, entry level amount of support, requires supervisor instruction and direction	Any number of entry level duties in clerical and non-clerical areas, persons who are cross trained in a variety of basic duties. My include typing, filing, phone, customer service, data base entry, general office duties	Clerk, Departmental Clerk, Program Aide, Departmental Aide	1,2
	Apprentice	One who is learning by practical experience under skilled workers; learning essential elements of a job.	Although this term is often used in crafts and maintenance areas, it could be applied to a variety of positions on campus where students are learning some essential skills in a positions with an expectation of advancing in that area.	Print Shop Apprentice, Sales Apprentice, Farm Apprentice	1 possibly 2
	Trainee	One who is learning by practical experience and instruction under skilled workers; learning essential elements of a job.	An entry level classification that could be applied to a broad range of areas where students are considered "in training"		1
	Coordinator	A person who has knowledge and expertise in an area and helps to facilitate a broad range of functions within a workplace or program	This designation recognizes a high level of student direction and work outside upper management levels. The work could be very broad ranging from general oversight to very specific aspects of a program and could be used for WLS level 4 where students are assuming some management level duties	program coordinator, development coordinator, scheduling coordinator, etc....	3,4
	Attendant	A person usually providing a "presence" when overseeing a work area, job function or service. It can involve check in/check procedures, inventory, etc... and could be done with little or no direct supervision	This designation can cover a broad range of responsibilities and oversight that may have little direct supervision. Positions of this nature are often monitoring after hours programs, meeting staff, students and general public, checking out equipment, etc.	Game Room Attendant, Weight Room Attendant, Wellness Center Attendant, Equipment Desk Attendant, etc	1,2,3

	Monitor	Implies a broad range of skills and abilities with the ability to work independently. It may involve monitor important and vital aspects of a job, safety, compliance, etc..	Monitors for compliance, program oversight, safety concerns, etc... and may coordinate with student managers, staff, assist a supervisor, etc.	Building Monitor, Safety Monitor, Program Monitor, Compliance Monitor, etc.	3,4
	Technician	A specialist in a technical area/occupation	Software installer, trouble shooter, training, specialized services, sound and lighting support, web support, media support	Computer Technician, Sound Technician, Lighting Technician, Video Technician, WEB Technician, Lab Technician	3,4
	Specialist	One who specializes in a particular occupation, practice, technical application, or branch of learning	Software installer, trouble shooter, training, specialized services, sound and lighting support, web support, media support	Network Specialist, Help Desk Specialist, Web Specialist	4 possibly 5

ACADEMIC AREAS

TYPE OF WORK	TYPICAL LEVELS	DEFINITIONS / KEY WORDS	POSSIBLE DUTIES	EXAMPLE TITLE NAMES	TYPICAL WLS LEVELS
Academic	Assistant or Aide	More entry level, more direct supervision, support up to a moderate level of autonomy, some supervision, providing a medium level of academic support	Clerical, administrative, copy work, update materials, etc. grading papers, preparing handouts, basic supervision, faculty assist, labs, etc	Teaching Assistant, Teacher Aide (e.g. CDL assisting teachers), Laboratory Assistant or Lab Assistant	1,2
	Associate	Higher level of autonomy, less supervision, providing a broad range of academic support.	Tutoring, testing, some classroom responsibility, instruction, labs, research, etc.	Teaching Associate, Lab Associate (Also Student Tutor, Lab Manager, etc.)	3,4

Research	Assistant	A person providing basic support and services under the supervision of someone else; a person collecting information about a particular subject.	Administrative functions, data collection, basic office duties, basic research.	Research Assistant	1,2
	Associate	A member of an organization or department who does not have full status as manager or supervisor requiring less direct supervision; a person collecting and assisting in the processing of information about a particular subject	Data collection, assisting with data processing and report generation, surveys, higher levels of research.	Research Associate	3,4