



Student Labor Position Description

Single WLS Level Form

Department Name: Marketing and Communications

Org. #: 5030

Position Title: Multimedia-Writing Supervisor

WLS Level: **5** Position Code: S69311

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: **2019**

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. WLS Level: **5**

II. Description of Duties for This Position

- A. Brainstorms article topics for future issues across multiple communications platforms.
- B. Identifies the purpose and scope for articles, develops interview questions, gathers information and writes original articles for the Berea College magazine.
- C. Edits material for Berea College magazine and other college publications.
- D. Proofreads assigned publications for Marketing and Communications Department.
- E. Photographs and scans images as needed.
- F. Writes feature stories and other content using a variety of writing styles and publication formats.
- G. Performs other duties as directed that relate to the function is the Marketing and Communications Department
- H. Suggests story ideas to the staff.
- I. Sees that the workplace and surrounding environments are clean

- J. Willing to assist with digital photography and editing techniques.
- K. Manages staff of writing assistants (WAs). This includes using Ultratime as a student supervisor to check and approve clocked hours and manage reporting irregularities.
- L. Work with the staff supervisor to make and/or approve story assignments for WAs.
- M. Help assigned writers develop and an assignment plan, set milestones and deadlines, then review drafts and monitor progress throughout the life of the assignment.
- N. Assists other writers providing feedback and edits articles as needed.
- O. Trains WAs on WordPress to get digital magazine content on the website.

III. Learning Opportunities for This Position

- A. Will demonstrate the attributes listed on the "Outline of Berea's Labor and Learning Progressions" for this job's grade level and all levels below it as published in the Berea College Student Labor Program Policies and Procedures Manual.
- B. Will develop skills in editing for style, content and grammar.
- C. Will write feature stories and other content using a variety of writing styles and publication formats.
- D. Will learn how to plan, research and produce various types of communications.
- E. Will implement techniques for first-time managers.
- F. Will research and develop training materials and opportunities for other student writers.
- G. Will learn the ins and outs of print publication, including printing techniques, graphics design fundamentals and a variety of web versus print media requirements.

IV. Qualifications Needed for This Position

- A. Ability to work will under pressure.
- B. News/feature writing experince.
- C. Strong organizational skills.
- D. Dependable, sets and meets deadlines, exhibits initiative, works well with others.
- E. Has computer skills, writing ability, attention to detail.
- F. Prior excellent performance as a writer/producer.
- G. Demonstrated superior interpersonal-communications skills.
- H. Demonstrated leadership indicators.
- I. Possess and exhibit good customer service skills and ability to exercise sound judgement when dealing with the public and college faculty/staff.
- J. Willingness to accept tasks as assigned, must be fairly articulate, good communications skills, exemplify professional phone etiquette, must have the ability to take notes and deliver messages concisely and should have a genuine interest/concern for Berea College.