



# Student Labor Position Description

## Single WLS Level Form

Department Name: Marketing Communication

Org. #: 5030

Position Title: Video Supervisor

WLS Level: **5** Position Code: S11107

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

Current Revision Year: **2019**

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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, 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.

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### I. WLS Level: **5**

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

- A. Assists with producing and directing strategic video projects
- B. Assists with all production (videography, audio recording, lighting, set design, etc.) and post-production (video and audio editing, coloring, graphics production, etc.) and leads other videographers.
- C. Coordinate the logistics of productions (recruiting talent, scheduling shoots, prepping gear, etc.)
- D. Leads video shoots of people, places, and special events as assigned by staff.
- E. Maintains videography office, editing suite and video equipment.
- F. Supervises and instructs student videographers,
- G. May facilitate in the planning and conduct labor meetings.
- H. Works closely with labor supervisor, acting as liaison to other videographers and proxy for Ultra Time system.
- I. Performs other job-related duties as assigned/needed.

- J. Assists professional staff with planning and production of video shoots and projects.
- K. Conducts research for video projects and seeks ways to improve procedures, policies and software.
- L. Sees that the taping environment is free of debris and hazardous clutter.

### **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 WLS level and all levels below it as published in the Berea College Student Labor Program Policies and Procedures Manual, Tools (18-19).
- B. Will learn videography technique and procedures used in professional ENG and studio video production.
- C. Will improve post-production techniques-including editing, audio and graphic creation and integration.
- D. Will refine skills in element and videography skills --including editing, audio, and graphic creation and integration.
- E. Will polish basic procedural knowledge and continue experience in planning and set-up for news conferences and special events.
- F. Work with confidence and with a high level of responsibility.
- G. Learn and train others about office routines, etiquette, punctuality, dependability and team-based work environment.
- H. Learn about Berea College from a unique professional perspective.

### **IV. Qualifications Needed for This Position:**

- A. Be responsible, reliable, prompt, organized, creative, and flexible.
- B. Willingness to work irregular as well as regular hours as required and willingness to develop video skills on a continual basis, ability to give effective direction to peers.
- C. Be capable of lifting and carrying video equipment (approx. 25lbs)
- D. Student should be in good standing with all various college departments and policies.
- E. It is desirable if student has experienced communication education courses, graphic design and fine arts courses.
- F. Understand and exhibit why a clean, neat, respectful appearance and appropriate mode of dress are important due to the nature of work in Marketing and Communications.
- G. Must be dependable, responsible, respect for confidentiality, have ability to follow directions, supervise in a professional manner and exhibit a strong initiative.
- H. The students who work in Marketing & Communications are a very important part of the team.
- I. The duties listed above are but a representative sampling of the kinds of duties and responsibilities of the Video Supervisor position. Any worker (full-time staff or student) must be willing to accept assignments of a varied nature that are designed to fulfill the needs and responsibilities that support Marketing and Communications and the work of the office.