

“Naming” The Position

1. You will be limited to 30 characters (including spaces) when naming a position / job description.
2. When considering the name for this position, ask yourself if it will convey any meaning to a person outside Berea College regarding the type of work the student is doing. For example, what meaning would “General Worker I” have to a recruiter from Bank of America? (Example: Departmental Assistant vs. Student Payroll Assistant). Job titles should convey a basic understanding of the types and levels of work that a student has performed.
3. Since these are all position descriptions for student workers, there is no need to use the word “student” in the job title. That would be implied. (The exception would be where the word Student is in the department name such as Student Payroll, etc.)
4. Departments with multiple sub-departments will need to be descriptive as well. (Example: Facilities Grounds will include Recycling, Gardeners, and Arboriculture and the title should reflect that the student is working in one of the particular sub-departments such as “Recycling Associate II)
5. Assistant vs. associate. Generally, you would want to consider these designations when a description spans two or more WLS levels. In general, the assistant positions are for the more beginning level positions and associate terminology would apply to the more advanced leveled positions.
6. Here are some thoughts about more common positions on campus. Refer to the Naming Convention Guide for more information.
 - a. ASSISTANT -- Office Assistant, Program Assistant, Administrative Assistant, Departmental Assistant, etc. could be used to describe persons who are performing more basic office functions: typing, phones, scheduling, filing, etc. usually at WLS levels 1-2.
 - b. ASSOCIATE -- Office Associate, Program Associate, Administrative Associate, Department Associate, etc. could be used to describe persons who are performing more advanced office functions: data base, budgets, special projects, research, training etc. usually at WLS levels 3-4
 - c. Custodial Assistant, Janitorial Assistant, Assistant Housekeeper, etc. could be used to describe caretakers of buildings in any department usually operating at WLS level 1-2.
 - d. Avoid using numbers to designate levels such as clerk 1, clerk 2, clerk 3, and clerk 4. People viewing the transcript will have no reference to what that means. Rather, try to think of words that describe levels of responsibility such as assistant clerk (1-2) and associate clerk (3-4).
 - e. Academic departments can utilize student labor using the same naming conventions.
 - Teaching Assistant – has administrative duties that might include basic office/administrative functions as well as assisting in grading of papers, preparing course materials, etc. WLS level 1-2
 - Teaching Associate – responsibilities will include those covered by the teaching assistant but also is responsible for tutoring, and study sessions with students, conduction labs, etc. WLS level 3-4

7. Some commonly used abbreviations:

Term	Abbreviation
Administrative	Admin.
Administrator	Admin.
Assistant	Asst. or Ast.
Associate	Assoc.
Building	Bldg.
Center	Ctr.
Coordinator	Coord.
Department	Dept.
Junior	Jr.
Manager	Mngr.
Office	Ofc.
Program	Prog.
Secretary	Secy.
Senior	Sr. or snr.
Supervisor	Supv. or Sup.

8. The position name and the document file name used when saving it to your computer will be slightly different. Remember that when saving a file name to your computer, use the following formula:

File Code + dash (-) + position title (from description)

Example: ccc-office assistant.doc

