

Project Based Learning: Position Level Descriptions

Position Level	Required Skill	Duties and Tasks	Supervision
Entry Level	<ul style="list-style-type: none"> Applies basic skills and the opportunity to develop advanced skills in the position No experience or special training required 	<ul style="list-style-type: none"> Duties and tasks are standardized Resolves routine questions and problems 	<ul style="list-style-type: none"> Works under direct supervision
Intermediate Level	<ul style="list-style-type: none"> Requires some experience, skill, or training Independent judgment and initiative 	<ul style="list-style-type: none"> Duties may be a combination of standardized and non-routine Resolves most questions and problems independently 	<ul style="list-style-type: none"> Works under minimal supervision
Advanced Level	<ul style="list-style-type: none"> Requires advanced specialized knowledge, skills or abilities 	<ul style="list-style-type: none"> Duties and tasks reflect a variety of complexity Assignments require originality and ingenuity May involve supervisory responsibilities for activities 	<ul style="list-style-type: none"> Works under general supervision Utilizes previous experience and judgment to accomplish assigned tasks and goals

Information obtained from:

<http://www.hr.virginia.edu/uploads/documents/media/wvcallcentercustomersvc.pdf>

http://www.wiu.edu/student_services/student_employment/handbook/studentJobLevels.php