



606 W. Main | Highland, KS 66035 | [www.highlandcc.edu](http://www.highlandcc.edu) |   

## Student Worker Job Description

- **Department/office of employment:** Academic Affairs
- **Campus location:**  
Highland Community College, Atchison/Highland/Wamego/Western  
(campus location: Atchison, Highland, Wamego, Western)
- **Classification of the position:** Student Worker
- **Name and address of the student's employer:**  
Highland Community College, 606 W. Main, Highland, KS 66035
- **Name of position:** Academic Affairs Student Worker
- **Name of the student's supervisor:** Vice President Academic Affairs or as assigned by VPAA
- **Purpose/role of the position within the organization:**  
To support administrative tasks within Academic Affairs
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**  
Filing, running errands, data entry, sorting, other administrative duties as assigned.  
All functions support faculty and academic needs within the administrative context.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**  
Basic knowledge of Microsoft Word and Excel
- **The length of the student's employment:** Summer 2023-Spring 2024 academic year
- **Procedures for determining a student's rate of pay when a position has multiple rates:** Set rate
- **Evaluation procedures and schedules:** Student will be evaluated at the end of each semester.

ESTABLISHED IN 1858 | HIGHLAND, KS | [WWW.HIGHLANDCC.EDU](http://WWW.HIGHLANDCC.EDU) | (785) 442-6000

Highland Community College is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the US Department of Education. Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies or Title IX may be referred to the Vice President for Student Services or Human Resources Manager at 785-442-6000. Inquiries concerning the College's compliance with Section 504 and its policies may be directed to the Vice President of Academic Affairs at 785-442-6000.