



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

## Student Worker Job Description

- **Department/office of employment:** Laundry Facility
- **Campus location:**  
Highland Community College, Highland  
(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:** Laundry Facility Monitor
- **Name of the student's supervisor:** Zachariah Harris
- **Purpose/role of the position within the organization:**  
Maintain cleanliness of laundry room and monitor usage.
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**  
Notify students when laundry is finished. Keep the facility neat - dryer sheets picked up, floor swept, and clothes in baskets. Sweep and mop laundry room when shift is complete. Secure the building upon leaving.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**  
Must be eligible for work study through federal financial aid.  
Friendly, outgoing, detail oriented, hard worker
- **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.

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