



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

## Student Worker Job Description

- **Department/office of employment:** Library
- **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:** Library Student Assistant
- **Name of the student's supervisor:** Cindy Davis, Director of Library
- **Purpose/role of the position within the organization:**  
Back up the desk clerk.
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**  
Check students in and out of library, check out items from the library, answer questions along with light cleaning and straightening of the library.  
Will learn basic library skills, such as shelving books, getting new books ready to place on shelves, how to use the library services, and other duties.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**  
The student must be eligible for work study through financial aid. Work schedule could be a combination of mornings, afternoons, and weekends.  
The student must also be reliable, show up on time, follow directions, and be able to work independently.
- **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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