



606 W. Main | Highland, KS 66035 | www.highlandcc.edu |   

Student Worker Job Description

- **Department/office of employment:** Marketing Department
- **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:** Marketing Assistant
- **Name of the student's supervisor:** Stephanie Peterson
- **Purpose/role of the position within the organization:**
Document student life activities, aid marketing department in day-to-day operations.
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
Help with mail, print & cut paper, hang posters, provide insight on social media trends, help with yearbook, deliver printing projects across campus, gather pictures from other departments, occasionally work an event, and other duties as assigned.
- **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. Work schedule could be a combination of mornings, afternoons, & weekends. Must be reliable, arrive on time, and 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.

ESTABLISHED IN 1858 | HIGHLAND, KS | WWW.HIGHLANDCC.EDU | (785) 442-6000

Highland Community College is accredited by the Higher Learning Commission (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.