



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

Student Worker Job Description

- **Department/office of employment:** Registrar
- **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:** Registrar Student Worker
- **Name of the student's supervisor:** Michel Scott
- **Purpose/role of the position within the organization:**
To assist the registrar's office with daily tasks
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
Send, scan & record transcripts. Answer phone calls & questions from students & parents.
Serve as a representative of the registrar's office should the registrar and assistant be out
of the office. Help other offices on campus as needed.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**
Complete confidentiality is a must! Dependable & honest with a pleasant attitude in helping students obtain transcripts &
information as needed. Must arrive on time & motivated to work even when registrar and assistant are not readily available.
- **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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