



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

## Student Worker Job Description

- **Department/office of employment:** Student Support Services (SSS)
- **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:** SSS Student Office Assistant
- **Name of the student's supervisor:** Becky Gilmore
- **Purpose/role of the position within the organization:**  
Assist with office duties in SSS
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**  
Greet and welcome students who need assistance.  
Ensure all students sign-in and sign-out on the iPad.  
Office duties such as filing, data entry, copying, and other duties as assigned.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**  
Must be in good academic standing and eligible for Federal Work Study. Ability to work independently.  
Great customer service and communication skills. Ability to follow directions and perform duties as assigned.
- **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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