


HIGHLAND COMMUNITY COLLEGE

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

Student Worker Job Description

1 position

- Department/office of employment: Cross Country/track office
- Campus location:
Highland Community College, Main
(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: Social media, pictures, PR
- Name of the student's supervisor: Kathy Graham
- Purpose/role of the position within the organization:
Get pictures and blurbs of our athletes out on social media
- Duties and responsibilities associated with the position and how they relate to the purpose/role:
post on social media, take pictures other duties similar to this
- Rates of pay for the position: \$8.25 (\$9.25 for tutor)
- General qualifications for the position:
familiar with Instagram, taking, cropping pictures
- 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

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