



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

2 positions

Student Worker Job Description

- Department/office of employment: cross country track office assistant
- 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: Office assistant
- Name of the student's supervisor: Kathy Graham/Greg Deese
- Purpose/role of the position within the organization: assist with office work, recruitment research and material presentation
- Duties and responsibilities associated with the position and how they relate to the purpose/role: assist with spread sheets, organize papers, research possible recruits, address mailers to recruits,
- Rates of pay for the position: \$8.25 (\$9.25 for tutor)
- General qualifications for the position: knowledge of Word, Excel and the Internet, willingness to learn, good attitude
- 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.