



606 W. Main | Highland, KS 66035 | www.highlandcc.edu | [social icons]

Student Worker Job Description

- **Department/office of employment:** Walters Wellness Center
- **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:** Front Desk Attendant
- **Name of the student’s supervisor:** Angie Eberly
- **Purpose/role of the position within the organization:**
Run the front desk, checking members in and out
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
Answer questions and direct traffic at the front desk.
Prepare courts for practices
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**
Know how to operate the card system and run the panel to operate cages and courts.
Good customer service.
- **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.