



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

Student Worker Job Description

- **Department/office of employment:** Center of Student Life
- **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:** Student Activities Chair
- **Name of the student's supervisor:** Israel Lovins
- **Purpose/role of the position within the organization:**
Help student life plan, coordinate, set-up, and run student activities at Highland CC
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
Have the opportunity/chance to go to conference(s), Build leadership skills, Plan and integrate marketing plans through social media and other channels, no work during finals week/holidays;
work some weekends, athletic events, and nights, help to build a programming board at highland cc
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**
Be able to lift 50+ lbs, Federal work study eligible, a drive to put on student life events.
- **The length of the student's employment:** Summer 2024-Spring 2025 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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