



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

## Student Worker Job Description

- **Department/office of employment:** Art Room CT 130
- **Campus location:**  
Highland Community College, Highland  
(campus location: Atchison, Highland, Perry, 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:** Art Room Shopkeeper & Assistant
- **Name of the student's supervisor:** Brigitte Bruna
- **Purpose/role of the position within the organization:**  
To help keep up the cleanliness of the Art Room. Organize and prep the classroom for students.
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**  
Cleaning duties for maintaining the room and upkeep/inventory of materials and supplies for student use. Help with prepping classroom projects, assist with setting up and taking down still lifes, inform supervisor of any maintenance issues, run mail or errands on campus, other duties concerning classroom management and routine for effective creating and learning.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**  
Student who is interested in Art, understands art terms and what materials may be used for, or would want to learn. Knowledge of how the room is used and its contents would be beneficial.
- **The length of the student's employment:** Fall 2022-Spring 2023 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](http://WWW.HIGHLANDCC.EDU) | (785) 442-6000

Highland Community College is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the US Department of Education. Highland Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies or Title IX may be referred to the Vice President for Student Services or Human Resources Manager at 785-442-6000. Inquiries concerning the College's compliance with Section 504 and its policies may be directed to the Vice President of Academic Affairs at 785-442-6000.