Student Worker Job Description

- **Department/office of employment:** Information Technology (IT)

- **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:** IT Helpdesk Assistant

- **Name of the student's supervisor:** Marc Jean

- **Purpose/role of the position within the organization:**
  Assist students and staff with technology needs and questions

- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
  Respond to IT Helpdesk calls, monitor and respond to IT work request tickets placed by faculty and staff.
  Assist department with monitoring and responding to virus activity on the HCC network.
  Assist with deployment of new computers and equipment and completing projects

- **Rates of pay for the position:** $8.25 ($9.25 for tutor)

- **General qualifications for the position:**
  Positive interest in technology and willingness to learn.
  Some previous basic experience in technology is helpful.

- **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.

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