



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

Student Worker Job Description

- **Department/office of employment:** Art/Graphic Design
- **Campus location:**
Highland Community College, Highland Campus
(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:** Mac Lab Monitor
- **Name of the student's supervisor:** Sam Perkins
- **Purpose/role of the position within the organization:**
To keep the lab open for design students, and help where needed.
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
Daily: clean monitors, keyboards, and stations. Weekly: general organization and clean up.
Daily: keep lab open and help students with technical issues (Photoshop, Illustrator, InDesign, printers, etc)
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**
Art/design student preferred. Responsible and ability to follow directions is a must.
- **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.

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