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.