



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

Student Worker Job Description

- **Department/office of employment:** Student Success Center (SSC)
- **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:** Academic Tutor
- **Name of the student's supervisor:** Chelsea Caudle
- **Purpose/role of the position within the organization:**
Assist students with their academic needs which can include assisting with homework assignments, studying for tests, and providing additional instruction on concepts taught in the class.
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
Tutor in a variety of subjects, conduct study groups, provide general information about HCC policies and procedures, keep confidentiality of students, maintain a professional work and study environment, maintain a clean and organized area, answer phone and take accurate messages, attend all meetings and trainings, utilize tracking system for student usage of services, promote services to visitors, and assist other staff. Other duties may include posting flyers, maintaining bulletin boards, and processing college information.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**
Students must be available to work mornings, afternoons, evenings and weekends. Must maintain a 3.5 overall GPA and have a good understanding of college level academics and a "A" earned in the course to qualify as a tutor.
- **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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