



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

Student Worker Job Description

- **Department/office of employment:** Student Support Services (SSS)
- **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 - Irvin Hall
- **Name of the student's supervisor:** Alexander Moore
- **Purpose/role of the position within the organization:**
Assist students with their academic needs which can include assisting students with homework assignments, studying for tests, and providing additional instruction on concepts taught in class. An SSS tutor will perform daily duties necessary for the smooth operation of the SSS program.
- **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 all 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, maintain bulletin boards, and processing college information.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**
Student must be available to work either mornings or afternoons/evenings or possible weekend hours. Must maintain a 3.5 overall GPA and a have good understanding of college level academics and an "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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