



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

Student Worker Job Description

- **Department/office of employment:** Student Life
- **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:** Student Life Assistant
- **Name of the student's supervisor:** Jacob Davis
- **Purpose/role of the position within the organization:**
Setup and organize Student Life Events including intramural games, speakers, entertainers, & sporting events.
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
Setup games, lighting, and food for dances.
Should be hard-working, outgoing, involved on campus, and willing to go above and beyond to ensure everyone has fun and stays safe while attending campus events.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**
GPA of 2.0 and not failing courses. No incidents within the school.
Zero tolerance for alcohol or drugs. Positive social media presence.
- **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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