



606 W. Main | Highland, KS 66035 | www.highlandcc.edu | [social icons]

## Student Worker Job Description

- **Department/office of employment:** Vocal Music Department
- **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:** Music Work Study
- **Name of the student’s supervisor:** Shayna Leahy
- **Purpose/role of the position within the organization:**  
Academic support
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**  
Music copying and filing, equipment organization and maintenance, music library updating, electronic records upkeep - all assist with department operations and organization.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**  
Good written and oral communications, ability to lift 20 lbs., ability to read printed pages and organize by number, timeliness, and ability to use Google sheets.
- **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.