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

Student Worker Job Description 2025-2026

- **Department/office of employment:** Student Life
- **Campus location:**
  Highland Community College, Highland
  (campus location: Atchison, Highland, 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 Worker- Student Life
- **Name of the student's supervisor:** Alessandra Alvarado
- **Purpose/role of the position within the organization:**
  The Student Life Worker helps create an engaging and inclusive campus environment by supporting events and promoting involvement.
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**
  Assist with planning, setup, execution, and cleanup of Student Life events and activities.
  Support office operations such as organizing student life supplies, distibuting flyers and event reminders.
  Serve as a positive representative of Student Life and encourage student involvement across campus.
- **Rates of pay for the position:** $8.25 ($9.25 for tutor)
- **General qualifications for the position:**
  Reliable, punctual, and able to work scheduled shifts independently and as part of a team.
  Willingness to learn, take initiative, and represent Student Life in a positive and professional manner.
- **The length of the student's employment:** Summer 2025-Spring 2026 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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