



606 W. Main | Highland, KS 66035 | [www.highlandcc.edu](http://www.highlandcc.edu) |  

## Student Worker Job Description 2025-2026

- Department/office of employment: SSC Advising
- 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: SSC Tutor
- Name of the student's supervisor: Ashley Kotik
- Purpose/role of the position within the organization:  
Tutor those students on Highland Campus
- Duties and responsibilities associated with the position and how they relate to the purpose/role:  
Assist students in subjects in which they need support  
Help students navigate their academic schedules  
Provide study skills and strategies that will help their academic success
- Rates of pay for the position: \$8.25 (\$9.25 for tutor)
- General qualifications for the position:  
Must have a Cumulative GPA of 3.5  
Must demonstrate professionalism and have good people skills
- 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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