



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

## Student Worker Job Description 2025-2026

- **Department/office of employment:** Student Success Center
- **Campus location:**  
Highland Community College, Highland, KS  
(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 Success Center Peer Mentor
- **Name of the student's supervisor:** Kim Bechtold
- **Purpose/role of the position within the organization:**  
Provide students academic, career or transfer assistance in the Student Success Center
- **Duties and responsibilities associated with the position and how they relate to the purpose/role:**  
Greet students up entering the SSC, direct students to appropriate resources or staff. Offer guidance in note-taking, study skills and time management. Pre-screen resumes and coverletters. Assist students with researching 4- year colleges. Show students how to use online tools and college websites. Help with workshops and events and other duties as assigned.
- **Rates of pay for the position:** \$8.25 (\$9.25 for tutor)
- **General qualifications for the position:**  
Must have at least a 3.0 GPA
- **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.