

CLARENDON COLLEGE

www.clarendoncollege.edu

STUDENT JOB POSTING REQUEST

Semester: FALL 23 & SPRING 24

Job Location:

Administration Building

Job Description:

Answer phones, Secretarial duties

Job Requirements (if any):

Supervisor: Brad Vanden Bergward Phone: 806 874.4800

Supervisor Location/Department: Administration Building

Special Notes:

12:30 - 2:30 Mon - Fri



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**2023-2024 STUDENT WORKSTUDY
JOB POSTING**

Department: Clarendon Elementary School

Job Description: Reading to children and/or assisting teachers with students in the classroom or library

Job Requirements (if any): Must be able to submit a schedule and be there on time and dressed appropriately. Also must have reliable transportation.

Contact Person: Leah James

Contact Location: Financial Aid Office

Special Notes:

Off campus job. You will be working at the Clarendon Elementary School.



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 23 & SPRING 24

Job Location:

Chemistry Dept. _____

Job Description:

Helping prepare and put-up chemicals and materials for weekly chemistry laboratory exercises. Assist in the organization of the various materials in the chemistry laboratory. Clean and store glassware used during the semester.

Job Requirements (if any):

Not required, but recommended that the prospective work study student has had a course in high school or college chemistry.

Supervisor: Larry Wiginton Phone: (806) 874-4828

Supervisor Location/Department: Room 210 Chemistry

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 23 & SPRING 24

Job Location:

Auditorium w/Dr. Rodney Donahue

Job Description:

General Office Work (Copies, mostly) & Misc. Theatre Work (lights, sound, preparation for auditorium events and plays)

Job Requirements (if any):

Good work ethic; willing to show up as scheduled

Supervisor: Dr. Rodney Donahue Phone: (806) 874-4826

Supervisor Location/Department: Auditorium/Drama



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**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 23 & SPRING 24

Job Location:

Athletics – Fitness Center

Job Description:

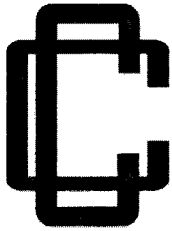
Assisting with day to day tasks in Fitness Center

Job Requirements (if any):

Supervisor: Mark James Phone: 806-674-4833

Supervisor Location/Department: _____

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 23 & SPRING 24

Job Location:

Admca 108 - History Office

Job Description:

Bulletin Board updates, record keeping

Job Requirements (if any):

NA

Supervisor: Ken McArthur Phone: 432-466-5034

Supervisor Location/Department: History/Humanities

Special Notes:

3 hrs. in morning



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 23 & SPRING 24

Job Location: Computer Services

Job Description: Information Technology Assistant

Job Requirements (if any): Responsible for assisting the Director of Information Services and Computer Operations with day to day operation and proctoring of the Zoom conferencing system and related tasks such as;

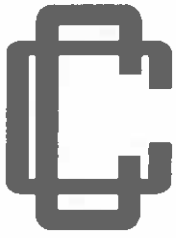
1. Assisting instructors setting up Zoom conference,
2. Assist instructor with classroom material,
3. Assistance with Zoom PC system,
4. Assisting instructors using the projectors and displays,
5. Perform general IT tasks,
6. And showing up on time.

Contact Person: Will Thompson Phone: 806-874-4816

Contact Location: Courson Building, Room 107

Special Notes: The following character traits are more valued than technical abilities;

1. Dependable; must be on time and willing to work.
2. Can Do Attitude; must have an attitude that is willing to help.
3. Finally, the person hired for this job must be willing to learn.



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STUDENT JOB POSTING REQUEST

Semester: FALL 23 & SPRING 24

Job Location:

Corson RFO Building

Job Description:

Assist with recruiting efforts of the livestock and meats judging teams, office organization, and assist with event planning.

Job Requirements (if any):

Prefer to hire a member of the livestock or meats judging team
Excellent verbal & written communication skills
Ability to work odd hours if needed.

Supervisor: Johnny Trichel Phone: 806-664-0159

Supervisor Location/Department: Corson RFO Building (Agriculture)

Special Notes:



STUDENT JOB POSTING REQUEST

Semester: FALL 23 & SPRING 24

Job Location: Learning Resource Center (LRC)

Job Title: Tutors for English, Algebra, Speech, Chemistry, Biology, Psychology, History/Government, and ESL.

Job Description:

- Assist students working on assignments, answer student reference and computer questions, enter computer data, generate lab usage reports, assist library staff, and perform other duties as assigned.

Job Requirements:

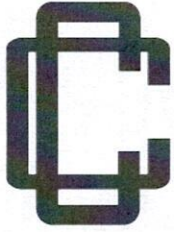
To qualify for a tutor position, you should:

- Have a 'B' grade or better in the class you want to tutor.
- Receive a written recommendation from an instructor for each class you want to tutor.
- Speak, write, and understand English fluently.
- Be passionate about helping others.
- Be reliable, responsible, and professional.
- Be approved to work on campus by the Financial Aid Office.
- Bilingual is a plus.

Supervisor: James Gordon

Phone: 806-874-4813 x117

Supervisor Location / Department: Library / Learning Resource Center (LRC)



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STUDENT JOB POSTING REQUEST

Semester: FALL 23 & SPRING 24

Job Location:

Gym

Job Description:

Assist with various task in MBB Office

Job Requirements (if any):

Supervisor: Hunter Jenkins Phone: _____

Supervisor Location/Department: Athletics/MBB

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 23 & SPRING 24

Job Location:

Pampa Front Office/Nursing Office

Job Description:

Answer phones and perform light clerical work/filing

Job Requirements (if any):

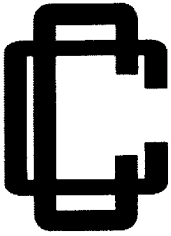
None

Supervisor: Mike Davis Phone: 806-660-2000

Supervisor Location/Department: Instructional Admin Pampa

Special Notes:

None



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STUDENT JOB POSTING REQUEST

Semester: FALL 23 & SPRING 24

Job Location:

Livestock and Equine Center

Job Description:

Videographer

Job Requirements (if any):

Video practice's for training purposes

Supervisor: Bret Frank Phone (806) 440-1366

Supervisor Location/Department: LEC

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 23 & SPRING 24

Job Location:

Bairfield Activity Center/Bulldogs Softball Field

Job Description:

Assist the softball coaches with inventory, field prep for games, learn stats and game day operations

Job Requirements (if any):

You must be willing to endure outdoor weather, learn and complete tasks in a timely manner, and be our program's biggest supporter!

Supervisor: Danaria Lewis Phone: 806-874-4854

Supervisor Location/Department: Bairfield Activity Center/Athletics

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 23 & SPRING 24

Job Location:

Athletics – Women’s Basketball

Job Description:

Assisting with day to day tasks in women’s basketball office

Job Requirements (if any):

Supervisor: Mark James Phone: 806-674-4833

Supervisor Location/Department: _____

Special Notes:
