



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 22 & SPRING 23

Job Location:

Pampa Center

Job Description:

Assist with front office work, nursing file scanning, etc., as needed

Job Requirements (if any):

Supervisor: Mike Davis Phone: 806-660-2000

Supervisor Location/Department: Pampa, Instructional Admin

Special Notes:

N/A



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 22 & SPRING 23

Job Location:

Baseball Office

Job Description:

Assist with the day to day tasks affiliated with the baseball program

Job Requirements (if any):

Supervisor: Kregg Snook Phone: 806-874- 4864

Supervisor Location/Department: Athletics - BAC

Special Notes:



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**2022-2023 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 22 & SPRING 23

Job Location:

Harned Sisters Auditorium

Job Description: Prepare for theatrical productions and auditorium events; assist with drama recruitment efforts; basic office duties (copies, etc.); auditorium management

Job Requirements (if any):

Good attitude; demonstrate responsibility on a daily basis; willingness to learn; motivated to do a good job

Supervisor: Professor Rodney Donahue Phone: (806) 874-4826

Supervisor Location/Department: DRAMA

Special Notes:

Ability to withstand heights a plus



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 22 & SPRING 23

Job Location:

Instructional Center – Room #114

Job Description:

Grade & Attendance entry, Retyping/updating of documents,
Making copies, Running Scantrons,

Job Requirements (if any):

Must be familiar with MSWord, Must be available on Tuesday and
Thursday afternoons 1:30PM – 4:00PM, Must understand the
importance of confidentiality when working with student
grades/attendance_____

Supervisor: Rosemary Baxter Phone:
806-334-1155

Supervisor Location/Department: English -- Room #104
Instructional Center

Special Notes:



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**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 22 & SPRING 23

Job Location: Financial Aid Office

Job Description:

Filing, Alphabetizing, Sorting, Scanning Documents, and Organizing Files

Job Requirements (if any): Must be dependable.

Supervisor: Leah James Phone: (806) 874-4838

Supervisor Location/Department: Financial Aid Office

Special Notes: Welcome to Clarendon College we are looking forward to a great year!



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 22 & SPRING 23

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 22 & SPRING 23

Job Location: Learning Resource Center (LRC)

Job Title: Student Helper – IRAW Classes

Job Description:

- Help IRAW instructor with grading and reports.

Job Requirements:

To qualify you should:

- Have above-average English skills.
- Be able to grade worksheets using answer keys.
- Have basic knowledge of Microsoft Excel and Microsoft Word.
- Be reliable, responsible, and professional.
- Be approved to work on campus by the Financial Aid Office.

Supervisor: James Gordon

Phone: 806-874-4813 x117

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



**FALL 2022 & SPRING 2023 STUDENT WORKSTUDY
JOB POSTING**

Job Location: Computer Services

Job Description: Zoom Conference Technician

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. 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 22 & SPRING 23

Job Location:
Library/LRC

Job Description:

Inventory of library, assist patrons with checking in and out library items, answering reference and computer questions, and other library duties as assigned.

Job Requirements (if any):

Ability to help the part-time person with student supervision. Student should be reliable, responsible, aware of their surroundings, and have the ability to interact courteously with the public and conduct themselves in a business like manner. Student will need to be able to get up and down on a step stool.

Supervisor: Pamela Reed Phone: 806-874-4813

Supervisor Location/Department: Clarendon College Library

Special Notes:

Dress code for working at the library is business casual, nice jeans or pants, nice shirt.



STUDENT JOB POSTING REQUEST

Semester: FALL 22 & SPRING 23

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)



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 22 & SPRING 23

Job Location:

Bulldog Gym

Job Description:

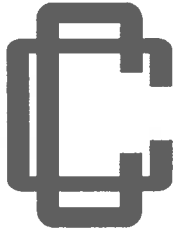
Assist with day to day MBB tasks

Job Requirements (if any):

Supervisor: Hunter Jenkins Phone: 903-724-0314

Supervisor Location/Department: Athletics

Special Notes:



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STUDENT JOB POSTING REQUEST

Semester: FALL 22 & SPRING 23

Job Location:
Clarendon College. Clarendon

Job Description:

Make recruiting calls and mail recruiting letters. Help organize the agricultural classrooms and offices. Feed and possibly transport livestock.

Job Requirements (if any):

Must have a working knowledge of livestock and meats judging at the college level

Supervisor: Johnny Treichel/Ty Gillespie Phone: 806-664-0159

Supervisor Location/Department: Courson RFO
Building



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 22 & SPRING 23

Job Location:

LEC

Job Description:

Working for the Men and women's rodeo coaches and or the Ranch Horse coach performing numerous tasks that may include but not limited to (cleaning stalls, fencing, stacking and hauling hay, moving panels, mowing, weed eating, painting, some office and clerical work could also be involved)

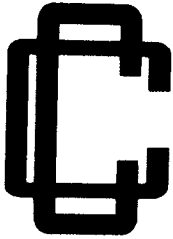
Job Requirements (if any):

must be willing to make yourself available on a regular or scheduled time that can be set at the time of hire.

Supervisor: Bret Franks Phone: (806) 440-1366

Supervisor Location/Department:
LEC

Special Notes:



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STUDENT JOB POSTING REQUEST

Semester: FALL 22 & SPRING 23

Job Location:

Softball field

Job Description:

Assist coaches in field maintenance, tracking inventory, cleaning equipment and uniforms, setting up and breaking down practices, workouts and games.

Job Requirements (if any):

Supervisor: Danaria Lewis Phone: 874-4854 ext. 140

Supervisor Location/Department: Athletics / Softball / BAC Rm 103

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 22 & SPRING 23

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:
