



CLARENDON COLLEGE

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STUDENT JOB POSTING REQUEST

Semester: FALL 26 & SPRING 27

Job Location: RFO/Courson Building

Job Description: IT Work Study Position

Assist the IT department with tasks such as data entry, organizing files, computer maintenance, and troubleshooting. You will perform assigned duties with some independence, both under supervision and on your own. 4 to 10 hours per week, or as needed.

Job Requirements:

- Prior experience with Windows and Computers preferred
- Willingness to learn
- Reasonably punctual
- Proficient in English
- Must be able to lift at least 50 pounds

Supervisor: Hunter Lefevre

Email: hunter.lefevre@cctx.edu

Phone: (806) 874-4869

Supervisor Location/Department: RFO, Room 106/Information Technology

Special Notes:

I will need your schedule or regular availability at the point of application.