



**STUDENT  
JOB POSTING  
REQUEST**

Semester: FALL 20 & SPRING 21

Job Location:

Instructional Center Room #104

Job Description:

Data entry Revising MS Word documents Making copies

Job Requirements (if any):

Knowledge of MS Word – Knowing the importance of confidentiality in dealing with student information

Supervisor: Rosemary Baxter Phone: 806-334-1155

Supervisor Location/Department: Instructional Center Room #104

Special Notes: All of this is dependent on how Office Hours are Established and how large classes are handled logistically



**STUDENT  
JOB POSTING  
REQUEST**

Semester: FALL 20 & SPRING 21

Location: RFO Building

Job Description: Helping to organize and deploy judging recruitment materials, make recruitment phone calls, and organize spring contest supplies.

Job Requirements (if any): Preferred experience judging and current knowledge about our judging teams. The ability to communicate politely on the phone.

Supervisor: Alyssa Oates [alyssa.oates@clarendoncollege.edu](mailto:alyssa.oates@clarendoncollege.edu)

Supervisor Location/Department: RFO 116/ Agriculture

Special Notes:

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**2020 STUDENT WORKSTUDY  
JOB POSTING**

Department: Athletics – Fitness Center

Job Description: Assisting with day to day tasks in athletic director's office/Fitness Center.

Job Requirements (if any):

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Contact Person: Mark James

Contact Location: Bulldog Gym

Special Notes:

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**STUDENT  
JOB POSTING  
REQUEST**

Semester: FALL 20 & SPRING 21

Job Location:

Clarendon College Library

Job Description:

Daily duties of the library including checking books in and out, answering reference and computer questions, and other library duties as assigned.

Job Requirements (if any):

Ability to help the library staff 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. Must be available to work night hours.

Supervisor: Pamela Reed Phone: 806-874-4813

Supervisor Location/Department: Library

Special Notes:

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



## **2020-2021 STUDENT WORKSTUDY JOB POSTING**

**Semester:** Fall 2020

**Department:** 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.

**Contact Person:** James Gordon

**Phone:** 806-874-4813 x117

**Contact Location:** LRC/Library



**STUDENT  
JOB POSTING  
REQUEST**

Semester: FALL 20 & SPRING 21

Job Location:

GYM\_\_\_\_\_

Job Description:

Men's Basketball Student Assistant

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Job Requirements (if any):

Assist with various tasks around the basketball office

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Supervisor: Hunter Jenkins \_\_\_\_\_ Phone: Ext. 137\_\_\_\_\_

Supervisor Location/Department: Gym : Athletics \_\_\_\_\_

Special Notes:

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**STUDENT  
JOB POSTING  
REQUEST**

Semester: FALL 20 & SPRING 21

Job Location:

\_\_\_\_\_ Clarendon College Pampa Campus \_\_\_\_\_

Job Description:

Scanning documents, filing documents, data entry, use of current computer applications, and other duties as assigned.

Job Requirements (if any):

Must be a reliable person that can scan documents, file paperwork, and be computer literate.

Supervisor: Aaron Lopez Phone: 806-660-2003

Supervisor Location/Department: **Correctional Educational Programs**

Special Notes:

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**2020 STUDENT WORKSTUDY  
JOB POSTING**

Department: Athletics – Women’s Basketball

Job Description: Assisting with day to day tasks in women’s basketball office.

Job Requirements (if any):

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Contact Person: Mark James

Contact Location: Bulldog Gym

Special Notes:

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**2020-2021 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: Amanda Smith or Leah James

Contact Location: Financial Aid Office

Special Notes:

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



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**2020-2021 STUDENT WORKSTUDY  
JOB POSTING**

Department: DRAMA

Job Description: Miscellaneous activities for the Drama Department and events in the Harned Sisters Fine Arts Auditorium, including but not limited to the construction of sets. Some paperwork and office duties may be required.

Job Requirements (if any): Strong work ethic and problem-solving skills. Teamwork and congeniality. Preferably able to withstand working from a high place.

Contact Person: Dr. Donahue

Contact Location: Harned Sisters Fine Arts Center, Office 102

Special Notes: None.



**STUDENT  
JOB POSTING  
REQUEST**

Semester: FALL 20 & SPRING 21

Job Location:

Pampa

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



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**2020-2021 STUDENT WORKSTUDY  
JOB POSTING**

Department: Computer Services

Job Description: Closed Caption Video Technician

Job Requirements (if any): Responsible for assisting the Vice President of Information Services with editing and adding closed caption to our classroom recorded videos.

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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**2020-2021 STUDENT WORKSTUDY  
JOB POSTING**

Department: 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.