



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 21 & SPRING 22

Job Location:
Chemistry Laboratory

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.

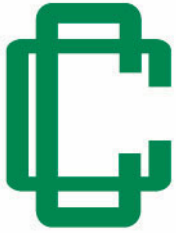
Job Requirements (if any):

Not required, but helpful if the prospective workstudy has had a course in high school or college in chemistry.

Supervisor: Larry Wiginton Phone: (806) 387-4828

Supervisor Location/Department: Chemistry Dept. Office 210

Special Notes:



CLARENDON COLLEGE

www.clarendoncollege.edu

**2021-2022 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.



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 21 & SPRING 22

Job Location:

_____ Clarendon College Pampa Campus _____

Job Description:

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

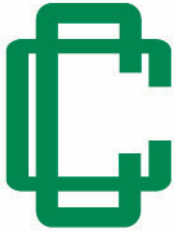
Job Requirements (if any):

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:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 21 & SPRING 22

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 21 & SPRING 22

Job Location:

Instructional Center Room #104

Job Description:

Recording grades – making copies – revising MS Word documents -maybe some objective grading

Job Requirements (if any):

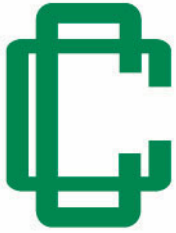
Understand the importance of confidentiality - knowledge of MSWord/spreadsheets_-able to work on Tuesday/Thursday afternoons_- setting -up gradebooks

Supervisor: Rosemary Baxter Phone: 806-334-1155

Supervisor Location/Department:

English

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 21 & SPRING 22

Job Location: Financial Aid Office

Job Description:

Filing, 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!



**2021 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):

Contact Person: Mark James

Contact Location: Bulldog Gym

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 21 & SPRING 22

Job Location:
Courson/RFO Building

Job Description:
Recruiting Assistant

Job Requirements (if any):
Great communication skills.

Supervisor: Johnny Treichel Phone: 806-664-0456

Supervisor Location/Department: Courson/RFO Building,
Agriculture.

Special Notes: Needs to be a member of the Livestock or Meats
Judging Team



STUDENT JOB POSTING REQUEST

Semester: FALL 21 & SPRING 22

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 21 & SPRING 22

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



**STUDENT
JOB POSTING
REQUEST**

Semester: FA-21 & SP-22

Job Location: Athletics-Women's Softball

Job Description: Assisting with day to day tasks in women's softball office and other duties assigned.

Job Requirements (if any):

Supervisor: Candace Abrams Phone: 874-4832 or 874-4854

Supervisor Location/Department: BAC

Special Notes: Would love to have someone that can work our video on game day as well.



**FALL 2021 & SPRING 2022 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.



**2021 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):

Contact Person: Mark James

Contact Location: Bulldog Gym

Special Notes:
