



CLARENDON COLLEGE

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STUDENT JOB POSTING REQUEST

Semester: FALL 25 & SPRING 26

Job Location:

Athletics – Baseball

Job Description:

Assisting with day to day tasks in the Baseball Office & Field

Job Requirements (if any):

Supervisor: Dan Morgan Phone: 806-874-1580

Supervisor Location/Department: _____

Special Notes:



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STUDENT JOB POSTING REQUEST

Semester: FALL 25 & SPRING 26

Job Location: Library

Job Description:

Library work-study duties will include checking-out materials, answering the phone, and library inventory. Other duties may be assigned.

Job Requirements (if any):

Preferred hours available between 1 and 5.

Supervisor: Pamela Reed Phone: 806-874-4813

Supervisor Location/Department: Library

Special Notes: Library dress code is nice casual.



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**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 25 & SPRING 26

Job Location:

Athletics – Fitness Center

Job Description:

Assisting with day to day tasks in Fitness Center

Job Requirements (if any):

Supervisor: Mark James Phone: 806-874-4833

Supervisor Location/Department: _____

Special Notes:



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STUDENT JOB POSTING REQUEST

Semester: FALL 25 & SPRING 26

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: 806-874-4833

Supervisor Location/Department: _____

Special Notes:



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STUDENT JOB POSTING REQUEST

Semester: FALL 25 & SPRING 26

Job Location:

Athletics – Men’s Basketball

Job Description:

Assisting with day-to-day tasks in men’s basketball office.

Job Requirements (if any):

Supervisor: Blake Cochran Phone: ext. 137

Supervisor Location/Department: Gym

Special Notes:



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STUDENT JOB POSTING REQUEST

Semester: FALL 25 & SPRING 26

Job Location:

Pampa Campus

Job Description:

Assist with basic office services for the Correctional Education Programs

Job Requirements (if any):

- Scanning
- Data Entry
- Filing
- Photocopy

Supervisor: Aaron Lopez

Phone: 806-665-8081

Supervisor Location/Department: Director or Correctional Education Programs

Special Notes:



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1601 W. Kentucky | Pampa, Texas 79065 | T 806.665.8801 | F 806.665.0444
1902 Ave. G NW Suite 1A | Childress, Texas 79201 | T 940.937.2001 | F 940.937.2520*



STUDENT JOB POSTING REQUEST

Semester: FALL 25 & SPRING 26

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.

Supervisor: Will Thompson Phone: 806-874-4816

Supervisor 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 25 & SPRING 26

Job Location:

Clarendon Campus Financial Aid Office

Job Description:

Secretarial work like filing, organizing and other secretarial duties.

Job Requirements (if any):

Must be on time, and must have good communication skills.

Supervisor: _Kaitlynn Davison_ Phone: _8068744809_

Supervisor Location/Department: Clarendon Financial Aid Office
Main Campus

Special Notes:

N/A



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**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 25 & SPRING 26

Job Location:
Clarendon Elementary School

Job Description:

Reading to children and/or assisting teachers with students in the classroom or library.

Job Requirements (if any):

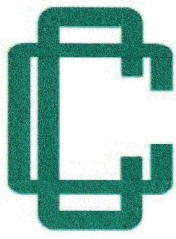
Must be able to submit a schedule and be there on time and dressed appropriately. Also must have reliable transportation.

Supervisor: Kaitlynn Davison__ Phone: _8068744809_____

Supervisor Location/Department: Financial Aid Office_____

Special Notes:

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



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 25 & SPRING 26

Job Location:

Office 108 Adm Bldg. - Dr. McIntosh's office

Job Description:

Assist w record keeping

Job Requirements (if any):

Morning (pre-class) hours.

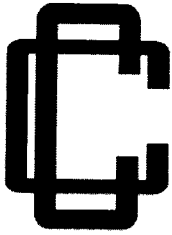
Supervisor: Ken McIntosh

Phone: 432-466-5034

Supervisor Location/Department: History Dept.

Special Notes:

Hours available M-F from 7:00 AM to 9:00 AM



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**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 25 & SPRING 26

Job Location:

Administration Building

Job Description:

Answer phones, filing

Job Requirements (if any):

Supervisor: Brad Vanden Boogaard Phone: 874-4800

Supervisor Location/Department: Admin Office

Special Notes:



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STUDENT JOB POSTING REQUEST

Semester: FALL 25 & SPRING 26

Job Location:

Harned Sisters Fine Arts Auditorium

Job Description:

Academic Office Work (copying, entering attendance, etc.) and
Theatre Prep work (moving furniture, lights, sound)

Job Requirements (if any):

Dedicated work ethic and a commitment to academic
discretion

Supervisor: Rodney Donahue

Phone: (806) 874-4826

Supervisor Location/Department: HSFA Office