

**STUDENT  
JOB POSTING  
REQUEST**

Semester: FA-19 & SP-20

Job Location: Instructional Center --- Room #104

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Job Description:

\_Work Study for English – Class document revision, recording of grades in grade book and CAMS, running Scantrons, making copies, some objective grading, recording attendance

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Job Requirements (if any): \_\_Must have knowledge of MSWord, being on time for work, understanding the importance of confidentiality of student information, being available on Tuesday/Thursday afternoons from 1:30PM-4:00PM

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Supervisor: \_\_Rosemary Baxter\_\_ Phone: \_\_806-334-1155

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Supervisor Location/Department: \_\_Instructional Center – Room #104

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Special Notes:

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CLARENDON COLLEGE

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**2019-2020 STUDENT WORKSTUDY  
JOB POSTING**

Semester: Fall 2019-Spring 2020

Department: Speech

Job Description: Typing, filing, Making copies, Computer work,

Job Requirements: Computer skills, Reliable, Trustworthy,

Contact Person: Charla Crump Phone: (806) 874-4823

Contact Location: Office 108

Special Notes:



**STUDENT  
JOB POSTING  
REQUEST**

Semester: FA-19 & SP-20

Job Location: Pampa Campus Main Office

Job Description: Filing, Scanning, Data Entry, Answering Phones

Job Requirements (if any): Must be reliable, trustworthy, and have basic computer skills.

Supervisor: Melissa Dabbs Phone: 806 660 2001

Supervisor Location/Department: Pampa/Mail Office

Special Notes:

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**STUDENT  
JOB POSTING  
REQUEST**

Semester: FA-19 & SP-20

Job Location: Harned Sisters Fine Arts Auditorium

Job Description: Miscellaneous work for the department of drama

Job Requirements (if any): Reliable, able to withstand heights

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

Supervisor Location/Department: Drama

Special Notes:

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## **2019-2020 STUDENT WORKSTUDY JOB POSTING**

**Department:** Learning Resource Center (LRC)

**Job Title:** Academic Tutors (Various Subjects)

**Job Description:** Assist students working on assignments, answer student reference and computer questions, enter computer data, generate lab usage reports, and other duties as assigned.

**Job Requirements:**

- Have a 'B' grade or better in the class you want to tutor.
- Receive a written recommendation from an instructor.
- Speak, write, and understand English fluently and clearly.
- Be eligible to work on campus.
- Make a commitment to work as a tutor for a minimum of two semesters.
- Be passionate about helping others.
- Be reliable, responsible, and professional.

**Contact Person:** James Gordon

**Contact Location:** LRC (computer lab located within the library).

**Special Notes:** Bilingual applicants and applicants skilled in chemistry and physics will receive top consideration.



**STUDENT  
JOB POSTING  
REQUEST**

Semester: FA-19 & SP-20

Job Location: Financial Aid Office

Job Description: Filing, Sorting, Scanning, & 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! Looking forward to a great year! 😊



**2019 STUDENT WORKSTUDY  
JOB POSTING**

Department: Athletics – Fitness Center

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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**2019 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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**2019-2020 STUDENT WORKSTUDY  
JOB POSTING**

Department: \_  
Correctional Educational Programs

Job Description:

Job Requirements (if any): Must be a reliable person that can scan documents, file paperwork, and be computer literate.

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

Contact Person: Aaron Lopez

Contact Location: Clarendon College Pampa Campus

Special Notes:

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**STUDENT  
JOB POSTING  
REQUEST**

Semester: FA-19 & SP-20

Job Location: History Admin 112 (Office of Ken McIntosh)

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Job Description: Grade Quizzes, Exams; record attendance; copying; other cleric work as needed

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Job Requirements (if any): Maintain confidentiality;

Supervisor: Dr. Ken McIntosh      Phone: 432-466-5034

Supervisor Location/Department: Ken McIntosh -- History

Special Notes: Needs to work in afternoons (early or late).

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**2019-2020 STUDENT WORKSTUDY  
JOB POSTING**

Department: Agriculture

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.

Contact Person: Alyssa Oates

Contact Location: RFO 116  
[alyssa.oates@clarendoncollege.edu](mailto:alyssa.oates@clarendoncollege.edu)

Special Notes:

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**2019-2020 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.



**2019-2020 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.



**2019 STUDENT WORKSTUDY  
JOB POSTING**

Department: Student Services – Student Life Activities

Job Description: Assisting with day to day tasks in student life office and BAC.

Job Requirements (if any):

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Contact Person: Kelli Tolar

Contact Location: Barfield Activity Center

Special Notes:

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**STUDENT  
JOB POSTING  
REQUEST**

Semester: FA-19 & SP-20

Job Location:

HSSC Room 105 Pampa

Job Description:

Tutor- Math, English

Job Requirements (if any):

Must have and maintain an 80 or higher average in subject(s) tutoring.

Supervisor: Connie Wildcat Phone: (806) 665-8801 Ext 113

Supervisor Location/Department:

HSSC Room 105/Allied Health Services

Special Notes:

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**2019 STUDENT WORKSTUDY  
JOB POSTING**

Department: Athletics – Volleyball

Job Description: Assisting with tasks during volleyball matches and practices.

Job Requirements (if any):

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Contact Person: Melvin Balogh

Contact Location: Bulldog Gym

Special Notes:

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**2019 STUDENT WORKSTUDY  
JOB POSTING**

Department: Athletics – Baseball

Job Description: Assisting with daily maintenance of the Clarendon baseball field.

Job Requirements (if any): Baseball field maintenance including but not limited to: fixing and repairing dirt portions of the field, weed eating, repairing windscreens, and practice/game prep and cleanup.

Contact Person: Devin McIntosh

Contact Location: Baseball Field

Special Notes:

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