

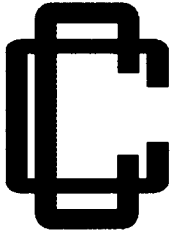
Work Study Job Lists

Federal Work-Study (FWS) provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study.

Wages for the program must equal at least the current federal minimum wage, but might be higher, depending on the type of work and the skills required.

Students must meet the college's academic policy and be enrolled in a minimum of 6 hours per Fall/Spring semester. Summer enrollment requirements vary.

To qualify for Federal Work-Study, a student must complete the Free Application for Federal Student Aid, which can be found at www.fafsa.gov.



**STUDENT
JOB POSTING
REQUEST**

Semester: Fall 2016

Department: Developmental Studies IRAW

Job Description:

Student Worker to help grade, sort, and file student assignments.

Job Requirements (if any):

Must have received or be maintaining an A or B in English 1301. Must be reliable, responsible, and honest.

Contact Person: James Gordon Phone: X117

Contact Location: LRC/Library

Special Notes:



CLARENDON COLLEGE

www.clarendoncollege.edu

**STUDENT
JOB POSTING
REQUEST**

Semester: Fall 2016

Department: Theatre

Job Description: Odd jobs in the theatre building or recruiting

Job Requirements (if any): Reliability; willing to try new things

Contact Person: Dr. Donahue

Phone: 806-874-4826 (Leave message, please)

Contact Location: Harned Sisters Fine Arts Auditorium

Special Notes: Up to 20 hours in the fall semester



**STUDENT
JOB POSTING
REQUEST**

Semester: Fall 2016

Department: Humanities—History

Job Description: _____

Tutoring, grading quizzes, reporting attendance, filing

Job Requirements (if any):

Contact Person: Ken McIntosh Phone: 432-466-5034

Contact Location: Admin 112

Special Notes: _____ I want a student who is committed to success in college, has clear goals, and is trustworthy.

Job Title: ITV Technician

Job Description: Responsible for assisting the Director of Information Services and Computer Operations with day to day operation and proctoring of the ITV system and related tasks such as;

1. ITV troubleshooting,
2. Assisting instructors setting up an ITV connection,
3. Limited ITV maintenance,
4. Inventory and labeling of ITV equipment,
5. Proctoring tests for instructors,
6. Assistance with ITV PC system,
7. Assisting instructors using the projectors,
8. Assisting instructors setting up their slide shows and videos for the ITV class.

Prospective technician will need to be able to lift equipment of at least 40 pounds.

Job Qualities: Prospective technician must be courteous, trustworthy, hard working and willing to learn. While moderate PC knowledge is a plus more emphasis is placed on the above qualities.

Number of Hours per week: 20 hours.

Supervisor: Will Thompson



**STUDENT
JOB POSTING
REQUEST**

Semester: Fall 2016_____

Department: Liberal Arts (English)_____

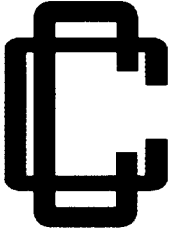
Job Description: Work study_____

Job Requirements (if any): __making copies, filing papers, helping grade papers with supervision, etc._____

Contact Person: Mrs. Kelly McDonough Phone: (806)665-8801 ext. 132 or kelly.mcdonough@claredoncollege.edu

Contact Location: Pampa Center MKB 104_____

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: Fall 2016

Department: LRC

Job Description: Tutor

Assist students working on assignments, answer student reference and computer questions, enter computer data, and other duties as assigned.

Job Requirements (if any):

Must have an A or a B for each subject you want to tutor.

Receive a written recommendation from a Clarendon College instructor.

Speak and write English fluently. Be passionate about helping others.

Be reliable and responsible.

Contact Person: James Gordon Phone: X117

Contact Location: LRC/Library

Special Notes:

Bilingual (English/Spanish) is a plus.



**STUDENT
JOB POSTING
REQUEST**

Semester: Fall 2016

Department: Pampa office - Admin

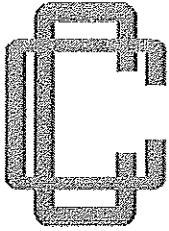
Job Description: Office Aide

Job Requirements (if any): Filing, scanning, answering phones, data entry (with supervision, making copies, other duties as assigned.

Contact Person: Cindy McDonald Phone: 806-665-8801

Contact Location: Pampa campus – main building

Special Notes:



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STUDENT JOB POSTING REQUEST

Semester: Fall 2016

Department: Athletics - Softball

Job Description:

To assist the softball coaching staff in office and field duties/responsibilities.

Job Requirements (if any):

Know how to operate a gator and attach the dragger.

Contact Person: Amanda Fetzl Phone: 806-874-4832

Contact Location: BAC

Special Notes:

Duties May Include:

Filing Paperwork, organizing outside shed/closet,
Dragging the field, watering the field, game day
operations, Field Maint. & Up Keep.



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**STUDENT
JOB POSTING
REQUEST**

Semester: Fall 2017

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