

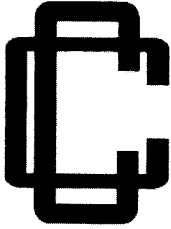
Work Study Job Lists

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.



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2018-2019 STUDENT WORKSTUDY JOB POSTING

Department: Athletics

Job Description: Assist in home game
operations.

Job Requirements (if any): Ball Recovery, line judge, stats,
etc.

Contact Person: Brad Vanden Boogaard

Contact Location:
 BAC

Special Notes:



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**2018-2019 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.



**2018-2019 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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**2018-2019 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.



**2018-2019 STUDENT WORKSTUDY
JOB POSTING**

Department: English

Job Description: Running Scantrons, Recording Attendance,
Recording Grades, Making Copies, Typing/Revising
Documents

Job Requirements (if any): Knowing the importance of
confidentiality, Knowledge of MS Word, Computer skills,
Promptness, Dependability

Contact Person: Rosemary Baxter

Contact Location: Clarendon College-main campus –Room #104

Special Notes: This position will be for Tuesday/Thursday
afternoons from 1:30PM-4:00PM



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*P.O. Box 968 | Clarendon, Texas 79226 | 1.800.687.9737 | T 806.874.3571 | F 806.874.3201
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*



**2018-2019 STUDENT WORKSTUDY
JOB POSTING**

Department: English

Job Description: Enter attendance, record grades, scan and make copies of classroom handouts, file assignments and paperwork, and type.

Job Requirements (if any): Comprehend and practice confidentiality. Demonstrate some computer skills such as keyboarding, familiarity with Microsoft Office, and navigation of online portals.

Contact Person: Joey Mulder

Contact Location: ADMN Office 111

joey.mulder@clarendoncollege.edu

(806) 874-1557

Special Notes: Mr. Mulder will make accommodations according to the student's schedule. However, the student must choose their hours based on the following days and times:

MWF Mornings: 8:00 AM – 10:00 AM

TWRF Afternoons: 1:30 PM – 4:30 PM



**STUDENT
JOB POSTING
REQUEST**

Semester: Fall 2018

Department: Liberal Arts (English)

Job Description: Work study

Job Requirements: helping grade papers with supervision, making copies, filing papers, organizing information, using Moodle

Contact Person: Mrs. Kelly McDonough Phone: (806)665-8801 ext. 127 or kelly.mcdonough@claredoncollege.edu

Contact Location: Pampa Center MKB 206B

Special Notes: Must see Miriam for training and eligibility in the office and abide by FERPA rules.



**2018-2019 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

Special Notes:



**2018-2019 STUDENT WORKSTUDY
JOB POSTING**

Department: Financial Aid

Job Description: Filing papers, arranging and organizing files

Job Requirements (if any): Must be responsible

Contact Person: Amanda Smith or Leah James

Contact Location: Financial Aid Office

Special Notes:



**2018-2019 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;

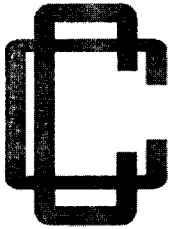
1. Monitor conference system,
2. Zoom troubleshooting,
3. Assisting instructors setting up Zoom conference,
4. Limited Zoom system maintenance,
5. Inventory and labeling of Zoom equipment,
6. Proctoring tests for instructors,
7. Assist instructor with classroom material,
8. Assistance with Zoom PC system,
9. Assisting instructors using the projectors and displays,
10. Assisting instructors setting up their slide shows and videos for the Zoom presentation.

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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2018-2019 STUDENT WORKSTUDY JOB POSTING

Department: Mathematics

Job Description:
Typing information into forms on computer.
Make Bulletin boards.

Job Requirements (if any):
Must be able to use Excel and Word on Computer.

Contact Person: Linda Rowland

Contact Location: Room 201

Special Notes:



**2018-2019 STUDENT WORKSTUDY
JOB POSTING**

Department: Registrar's Office

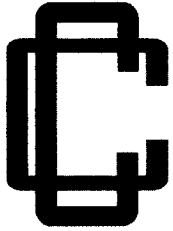
Job Description: Filing, Typing, Mailing Letters, Scanning Documents, General Office Work

Job Requirements (if any):

Contact Person: Brandi Havens

Contact Location: Registrar's Office

Special Notes:



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2018-2019 STUDENT WORKSTUDY JOB POSTING

Department: LEC

Job Description:
Feeding, watering livestock
Maintenance + repair of facility

Job Requirements (if any):
Physically Capable

Contact Person: Bret Franks

Contact Location:
LEC

Special Notes:



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2018-2019 STUDENT WORKSTUDY JOB POSTING

Department: Athletics- Softball Program

Job Description:

To assist the softball coaching staff in office and field duties either before or after practice hours.

Job Requirements (if any):

Know how to operate and drive a John Deere Gator, and hook the attached field dragger.

Contact Person: Amanda Fefel or Shanna Smith

Contact Location: Bairfield Activity Center/ Room # 103

Special Notes:

This job may also include duties such as organizing the outside equipment shed, dragging the field, watering the field, game day operations, and field maintenance upkeep.



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**2018-2019 STUDENT WORKSTUDY
JOB POSTING**

Semester: Fall 2017-Spring 2018

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: I would like to have Brittany Downing again for the Fall semester. I would like to have Kallie Lindsey for the Spring 2019.



2018-2019 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.

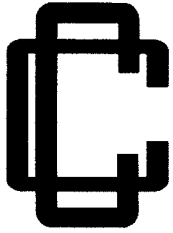
Job Requirements:

- 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.



**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):

Contact Person: Mark James

Contact Location: Bulldog Gym

Special Notes:
