



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:

Pampa Center

Job Description:

Filing document, scanning documents, answering phones, computer skills.

Job Requirements (if any):

Computer skills, light lifting, scanning and filing documents.

Supervisor: Aaron Lopez Phone: 806-665-8801

Supervisor Location/Department: Correctional Education

Special Notes:



STUDENT JOB POSTING REQUEST

Semester: FALL 24 & SPRING 25

Job Location:

Courson RFO Center

Job Description:

Duties will include but are not limited to light office work, record keeping, assisting with organization and everyday operation of the Ranch and Feedlot Operations Program. Student may also assist other Agriculture Faculty as needed throughout the term of employment.

Job Requirements (if any):

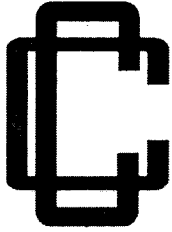
Position requires a student who is actively involved in the agriculture industry and is familiar with different equipment and tools used. Student should also have basic knowledge on operating Microsoft Word and Excel and/or have the willingness to learn.

Supervisor: Austin Adams & Tye Chesser

Phone: Mr. Adams 806-205-0199, Mr. Chesser 575-635-3109

Supervisor Location/Department: Courson RFO Center / Agriculture Science

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

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:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:

 Livestock and Equine
Center _____

Job Description:

 Help with daily chores (feeding ,cleaning , operating equipment,
etc.)

Job Requirements (if any): Show up on time and be Physically able
to do the work

Supervisor: Bret Franks _____ Phone: (806)
440-1366 _____

Supervisor Location/Department:
 LEC _____



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Special Notes: _____ LEC Director will select this position depending on times available to work and experience doing these tasks. _____



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:
Admin 207

Job Description:
Biology Lab Organization and inventory

Job Requirements (if any):
Inventory, lifting/moving, and organization

Supervisor: Dr. Caraway Phone: ext 405

Supervisor Location/Department: Biology 207

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:

___RFO Building_____

Job Description:

___Recruiting/Organization_____

Job Requirements (if any):

Supervisor: Johnny Treichel_____ Phone: 806-664-0159_____

Supervisor Location/Department: AG_____

Special Notes: ___Judging Student Preferred.



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:

Financial Aid Office

Job Description:

Filing paperwork, making copies, organizational duties, Bulletin board, scanning, Misc.

Job Requirements (if any):

Must know how to file alphabetically

Supervisor: Kaitlynn Shields Phone: 806-874-4810

Supervisor Location/Department: Financial aid Office Clarendon Campus

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:

Chemistry Dept. _____

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 recommended that the prospective work study student has had a course in high school or college chemistry.

Supervisor: Larry Wiginton Phone: (806) 874-4828

Supervisor Location/Department: Room 210 Chemistry

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

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:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:

Pampa Center, Nursing Department

Job Description:

Answer phone, file paperwork, scan paperwork, print as needed

Job Requirements (if any):

Supervisor: Dr. Michael Davis Phone: 806-660-2000

Supervisor Location/Department: Pampa, Instructional Admin

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:

Auditorium w/Dr. Rodney Donahue

Job Description:

General Office Work (Copies, mostly) & Misc. Theatre Work (lights, sound, preparation for auditorium events and plays)

Job Requirements (if any):

Good work ethic; willing to show up as scheduled

Supervisor: Dr. Rodney Donahue Phone: (806) 874-4826

Supervisor Location/Department: Auditorium/Drama



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:
Bulldog Success Center

Job Description:

Tutoring--subjects needed (English, Math/College Algebra, History/Government, Sciences, Social Sciences). Tutors will also help students and staff/community members with technology use and will assist Tammy Schmidt (Success Center Coordinator) with various tasks related to the operation of the center.

Job Requirements (if any):

Must have earned an “A” in the subject(s) you wish to tutor, in addition to receiving a recommendation from faculty regarding academic performance, demeanor in class, attendance, and punctuality. Must have a friendly personality, the desire to work and help others, and accept responsibility for doing what is asked of you to contribute to the success of the program. *Some bilingual tutors needed.



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Supervisor: Tammy Schmidt

Phone: 806-874-4814

Supervisor Location/Department: Bulldog Success Center (in library building)

Special Notes:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

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.

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.



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

Job Location:

History Dept Admin 108

Job Description:

Help w/ recording attendance, quiz scores
etc; Help assembling papers; Bulletin
board in hall

Job Requirements (if any):

N/A

Supervisor:

Ken Majors Phone: 432-466-5034

Supervisor Location/Department:

History

Special Notes:

Can work many hours as
student wants to work Early
morning hours mostly.



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

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:



**STUDENT
JOB POSTING
REQUEST**

Semester: FALL 24 & SPRING 25

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:
