

PART TIME PROGRAM ASSISTANT (REGISTRATION)

POSITION: Part Time Program Assistant (Registration)

LOCATION: SCOPE Administration Office
100 Lawrence Avenue
Smithtown, NY

START DATE: On or about March 2, 2020

JOB DUTIES: Major duties include the following:

- Enters data for student services program registration; handles correspondence, confirmations and cancellations
- Provides customer service; initiates and receives student services program telephone calls regarding enrollment or parent inquiries
- Assists with clerical, filing and other tasks directly related to student services programs

QUALIFICATIONS:

- High School Diploma required
- Detailed oriented; ability to multi-task
- Excellent computer skills; strong knowledge of Microsoft Office required

SALARY: \$18.50 per hr. 25 hours per week, Monday – Friday.

PLEASE SEND COVER LETTER AND RESUME BY FEBRUARY 14, 2020 TO:

Office of Human Resources
SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
or hr@scopeonline.us

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