



PERSONNEL BULLETIN



SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
631-360-0800

BULLETIN 2022-02

POSITION AVAILABLE

POSITION: Part Time Program Assistant (Registration)

LOCATION: SCOPE Administration Office
100 Lawrence Avenue
Smithtown, NY

START DATE: On or about February 28, 2022

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
- Ability to multi-task
- Excellent computer skills
- Strong communication skills
- Accuracy/Attention to detail

SALARY: \$20.00 per hour. 20 hours per week (4 hours a day, Monday – Friday).
Available to work additional hours as needed

APPLICATION DEADLINE: February 7, 2022

PLEASE SEND COVER LETTER AND RESUME TO:
Office of Human Resources
SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
or hr@scopeonline.us