



PERSONNEL BULLETIN



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

BULLETIN 2023-08

POSITION AVAILABLE

POSITION: Program Assistant for Instructional Services – Part Time – 12 months

LOCATION: SCOPE Administration Office
90 Lawrence Avenue
Smithtown, NY 11787

START DATE: Immediate

RESPONSIBILITIES:

- Provides clerical support to the Instructional Services Department
- Assists with registration for Instructional Services Programs
- Answers telephone, takes messages, and provides information to callers
- Files department records and performs other duties as assigned

QUALIFICATIONS:

- High School Diploma or its equivalent required
- Minimum two years of office experience
- Strong knowledge of Microsoft Office including Excel; knowledge of Google Workspace
- Detail oriented; ability to multi-task

SALARY: \$22.00 per hour; 29 ½ hours per week

PLEASE SEND COVER LETTER AND RESUME to:

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