



# PERSONNEL BULLETIN



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

**BULLETIN 2024-03**

## **POSITION AVAILABLE**

- POSITION:** Program Assistant (Recruitment – Full Time)
- LOCATION:** SCOPE administrative offices, primarily in Smithtown but some availability in our Nassau office in Syosset
- START DATE:** On or about June 1, 2024
- RESPONSIBILITIES:** Major duties include the following:
- Attends job fairs, conducts interviews and performs reference checks of potential candidates
  - Assists with maintaining database to track status of applicants throughout the hiring process
  - Reviews applicant materials to ensure appropriate credentials/licenses/certifications and where appropriate, experience.
  - Assists with orientation process of new employees
  - May be required to staff in school age child care programs when necessary to meet required ratio
- QUALIFICATIONS:**
- Two years of college with 18 credits in Child Development, Elementary Education, Physical Education or a related field
  - Knowledge of NYS OCFS regulations as they apply to school age child care programs
  - Sound interviewing skills and techniques is a must
  - Great verbal and written communication skills.
  - Car and ability to drive to various Nassau/Suffolk locations
  - Proficient with Microsoft Office software
  - Notary Public License or willingness to obtain one
- SALARY/HOURS:** \$22.21 per hour plus benefits. 35 hours per week, occasional evening work.

**PLEASE SEND COVER LETTER AND RESUME BY MAY 1, 2024 to:**

Office of Human Resources, SCOPE Education Services  
100 Lawrence Avenue  
Smithtown, NY 11787  
or [hr@scopeonline.us](mailto:hr@scopeonline.us)

SCOPE Education Services is a not-for-profit, private organization permanently chartered by the New York State Board of Regents to provide services to school districts.  
SCOPE is an equal opportunity employer.