



PERSONNEL BULLETIN



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

BULLETIN 2024-04

POSITION AVAILABLE

- POSITION:** Program Assistant (Recruitment – Part 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:
- Schedules interviews and orientation for student services field staff
 - Emails paperwork to approved new hires
 - Assists with maintaining database to track status of applicants throughout the hiring process.
 - Performs additional clerical duties as assigned
 - Reviews applicant materials to ensure appropriate credentials/licenses/certifications and where appropriate, experience
- QUALIFICATIONS:**
- High School Diploma or its equivalent
 - Proficient with Microsoft Office software
 - Excellent verbal and written communication skills
 - Ability to multi-task
 - Notary Public License or willingness to obtain
- SALARY/HOURS:** \$22.00 per hour. 29 ½ hours per week. Must have availability to work additional hours as needed.

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

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SCOPE is an equal opportunity employer.