



PERSONNEL BULLETIN



SCOPE Education Services

100 Lawrence Avenue

Smithtown, NY 11787

631-360-0800

BULLETIN 2026-05

POSITION AVAILABLE

POSITION:

Mailroom/Facilities Clerk Assistant – Part Time

LOCATION:

SCOPE Administration Office

100 Lawrence Avenue

Smithtown, NY 11787

START DATE:

Immediate

RESPONSIBILITIES:

- All mailroom functions including sorting, distributing, and sending all mail, correspondence and written materials
- Provide building maintenance, including sidewalk snow removal
- Assist with inventory and ordering of mailroom and general office supplies; restock supplies
- Run errands or serve as courier for staff
- Other duties as assigned

QUALIFICATIONS:

- High School Diploma required
- Ability to lift a minimum of 100 pounds
- Must have a valid driver's license and be able to obtain CDL qualification including medical examination
- Must be capable of making deliveries of materials, supplies, and equipment and ability to assemble instructional equipment.
- Possess skills and some experience with computers, and mail processing machinery and equipment

SALARY:

\$20.00 per hour. 25 hours per week, 11:45 – 4:45 Monday – Friday

PLEASE SEND COVER LETTER AND RESUME BY September 25, 2026 TO:

Office of Human Resources

SCOPE Education Services

100 Lawrence Avenue

Smithtown, NY 11787

or hr@scopeonline.us

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