



# PERSONNEL BULLETIN



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

**BULLETIN 2025-01**

## **POSITION AVAILABLE**

- POSITION:** Program Assistant (Student Services - Recruitment - Part Time)
- LOCATION:** SCOPE administrative offices, primarily in Smithtown but some availability in our Nassau office in Syosset
- START DATE:** Immediate
- 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.
  - Reviews applicant materials to ensure appropriate credentials/licenses/certifications and where appropriate, experience
  - Performs additional clerical duties as assigned
- QUALIFICATIONS:**
- High School Diploma or its equivalent required
  - Previous experience in a School Age Child Care Program preferred
  - 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 to be scheduled during office hours of 9:00 am – 4:30 pm. Must have availability to work additional hours as needed.

**PLEASE SEND COVER LETTER AND RESUME BY January 17, 2025 to:**

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

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