



Dr. Jackielyn Manning Campbell Superintendent of Schools

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Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Student Support Services
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Exceptional Learners

DATE: June 4, 2026
MEMO: TO ALL BUILDINGS – PLEASE POST
FROM: Genieve Holder
Assistant Superintendent of Human Resources
RE: Anticipated Vacancy – **Help Desk Coordinator**

This posting will close at 4 PM on
Wednesday, June 17, 2026

At the present time the District has the following anticipated vacancy:

Location	Position	Requirements
District	Help Desk Coordinator	*Provisional

***Help Desk Coordinator position is Provisional and Contingent upon results of the Civil Service Exam when issued.**

GENERAL STATEMENT OF DUTIES:

This work involves the responsibility for coordinating the work of a computer support Help Desk. The work also involves responsibility for inventory management and general support for the Information Technology Department staff. Work is performed under the general supervision of the Executive Director of Technology.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of standard office software applications including word processing, spreadsheets and databases; Working knowledge of personal computer hardware, software, operating systems and peripheral devices; Working knowledge of purchasing practices and procedures; Ability to advise and train others in computer operation, software and database applications; Ability to handle initial problem in order to properly route the call; Ability to communicate effectively both orally and in writing; Ability to establish and maintain effective working relationships; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and either

- A. Two years' experience in a help desk environment, or;
- B. Three years of proficient experience in word processing, electronic spreadsheet, e-mail and database applications, or;
- C. An equivalent combination of training and experience as defined above.

Internal applicants must submit a letter of interest to:
Office of Human Resources,
124 Grand Street, Newburgh, NY, OR FAX to 845-563-3468

External applicants & Certified Newburgh Substitute teachers must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Ms. Holder.

GH:sp