DATE: March 14, 2024

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy—Part Time Library Assistant

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

<table>
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<th>Posting Name</th>
<th>Location</th>
<th>Position</th>
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<td>LBAH-001</td>
<td>NFL</td>
<td>Part Time Library Assistant</td>
<td>Transfers or *Provisional</td>
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* Part-time Library Assistant position is provisional and contingent upon the results of the Civil Service Exam when issued.

Hours: 17.5 hours per week /flexible shifts in the morning and afternoon with some nights and weekends based on event staffing needs.

MINIMUM QUALIFICATIONS:
Bachelors degree from a regionally accredited college or university or one recognized by NYS Education Dept. as following acceptable educational practices.

A complete job description is on the District’s website www.newburgyschools.org under the ‘DISTRICT’ tab/Employment with the District.

Internal Applicants: submit a letter of interest to:

Michael McLymore, Assistant Superintendent of Human Resources
124 Grand Street, Newburgh, NY 12550

Or FAX to: 845-563-3468

- External applicants must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL Mr. McLymore direct. Please use the ‘Letter of Interest’ template found on the district’s web-site (www.newburgyschools.org) under the District Tab

PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE

MM:tc