DATE: July 13, 2017

Replies must be received in the Office of Human Resources by 4PM on July 26, 2017

MEMO: TO ALL SCHOOLS – PLEASE POST

FROM: Michael McLymore

 Assistant Superintendent of Human Resources

RE: Newburgh Free Library – Part time Typists and Sub

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Posting Name** | **Location** | **#** | **Position** | **Requirements** |
| **NFLPtTypist** | **NFL** | **1** | **171/2 hours per week** | **Nights and weekends required** |
| **NFLSunSubtypist** | **NFL** | **2** | **Sub typist** | **Nights and weekends required** |

**Internal Applicants:** submit a letter of interest to:

Mary Ellen Leimer, Assistant Superintendent of Human Resources

124 Grand Street, Newburgh, NY 12550

Or **FAX** to: 845-563-3468

**External Applicants**: must have a completed application on file **and** submit a letter of interest to:

Office of Human Resources

124 Grand St., Newburgh, NY 12550

Or **FAX** to: 845-563-3468

**PLEASE DO NOT E-MAIL directly to Ms. Leimer**. Please use the **‘Letter of Interest’** template found on the district’s web-site under the HR Dept. (www.newburghschools.org)

**PLEASE INCLUDE POSTING Name ON ALL CORRESPONDENCE**

**MEL:bw**