

PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

Please Post

VACANCIES

Summer Central Receiving Clerks

3-4 Positions

Location: UE District Office

Varied dates and hours covering the following dates:

July 6, 2021 through September 3, 2021

Starts at 7:00am as required

Responsibilities Include:

- Opening Boxes
- Checking items against PO details
- Distribution of items to individual teachers (re-boxing)
- General record keeping
- Ability to list and move boxes
- Requires standing for entire work day

Please note: Employees who are new to this position will be paid at the Substitute Clerk rate, experienced employees will be paid at the Substitute Typist rate.

****INTERNAL APPLICANTS ONLY****

Please send Interest Letters to:

Nancy Legenhausen

Personnel Assistant

1100 E. Main Street

Endicott, NY 13760

Or Email to: nlegenha@uek12.org

Deadline for Interest Letters:

4/30/21

EOE