SUNY ORANGE - CAREER SERVICES JOB ORDER: #7-0022 [x] Part-time

[] Full-time

IMPORTANT NOTICE: SUNY ORANGE Career Services Office DOES NOT screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

OPENING DATE: 1/11/07

DURATION: Permanent

FIRM NAME: SYLVAN Learning Center

MAILING ADDRESS: 110 Crystal Run Road, Middletown, NY 10941

TELEPHONE #: (845) 692-6045

JOB TITLE: BOOK PULLER

JOB LOCATION: Middletown

HOURS of WORK: 20 hours - Monday through Wednesday - 2:30 p.m. - 6:30 p.m.;

Thursdays - 2:30 p.m. - 7:30 p.m.; and Saturdays - 9:30 a.m. -

12:30 p.m.

EDUCATION: none specified

SALARY: \$7.00/hour - no fenefits

OF OPENINGS: 1

MAJOR REQUIRED: None specified

REQUIREMENTS/

EXPERIENCE: No previous experience or special requirements

JOB SUMMARY: Will be preparing (pulling books) resources for instructors of

our students, light copying and filing, keeping rest rooms

supplied with paper towels, etc., empty trash, vacuum

vestibule, mail invoices and keeping teachers' carts filled.

RESUME REQUIRED: NO

CATEGORY: Miscellaneous

TO APPLY: Please APPLY IN PERSON to address above to fill out

application. You may call number above for further

information.