

SUNY ORANGE

CAREER SERVICES JOB ORDER: # 7-0434 [ x] PART-time Temporary

**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.

<b>Opening date:</b>	07/10/07
<b>Duration:</b>	Temporary - part-time
<b>Firm name:</b>	National Purple Heart Hall of Honor
<b>Mailing address:</b>	New Windsor Cantonment State Historic Site, Vails Gate, NY 12584
<b>Telephone</b>	(845) 561-1765
<b>Fax #</b>	(845) 569-0382
<b>Job title:</b>	MUSEUM EDUCATOR (Park & Recreation Aide 4)
<b>Job location:</b>	New Windsor, NY
<b>Contact:</b>	Pamela Malcolm, Interpretive Programs Asst.
<b>Hours of work</b>	Up to 35 per week, contingent on funding
<b>Education required</b>	None specified
<b>Salary</b>	\$9.29 per hour
<b># of openings:</b>	1
<b>Major required</b>	None specified
<b>Requirements/experience</b>	Basic computer skills (Windows XP, Microsoft Access), ability to explain computer basics to novice users. Excellent written & oral communication skills, organizational skills, flexibility to work in different assignments & locations, courtesy skills.
<b>Job summary</b>	Greet guests, provide public & educational programming, museum interpretation, public presentations, work with veterans, present outreach programs, collect admissions, museum shop sales revenue, and light maintenance.
<b>Resume required</b>	YES
<b>Category</b>	Office Tech

<b>To apply:</b>	<b>Contact Immediately, Pamela Malcolm, Interpretive Programs Assistant at (845) 561-1765 or e-mail to: <a href="mailto:pam.malcolm@oprhp.state.ny.us">pam.malcolm@oprhp.state.ny.us</a> AND Then mail or send by FAX, a completed NYS OPRHP employment application (available at all site &amp; park offices) and a full resume. Include three work references with contact name, name of business/facility &amp; phone number. FAX (845) 569-0382</b>
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