



JOB POSTING #150
PLEASE POST

The City School District of Albany, New York
An equal/affirmative action employer
Management Confidential Employment Opportunity

Date of Posting: January 26, 2018

Position(s): Administrative Assistant

Location(s): Academy Park – Office of Curriculum & Instruction

Salary: \$46,000.00

Deadline for Applying: February 9, 2018

Responsibilities:

- To support the City School District of Albany’s Office of Curriculum & Instruction.

Minimum Qualifications:

- Graduation from a regionally accredited or NYS registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor’s Degree; OR
- Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree and two (2) years fulltime paid experience in a supervisory capacity in an office environment; OR
- Graduation from high school or possession of a high school equivalency diploma with four (4) years fulltime paid experience in a supervisory capacity in an office environment

Note: This is a competitive Civil Service position; transfer or appropriate Civil Service Exam is required.

Send a cover letter, resume and application to:

Email: humanresources@albany.k12.ny.us

City School District of Albany
Office of Human Resources
Academy Park
Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.