

**Order Number:**

NY1557006

**Date Job Order Received:**

01/13/2026

**Number of Openings:**

1

**Company Name:**

Lowville Academy and Central School

**Job Title:**

Health Office Aide

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Lowville Academy is looking for a Temporary part time Health Office Aide through June of 2026. Follows Instructional Calendar, 2.583 hours/day (10:50-1:25 pm) Job duties include: Providing office assistance with scanning, answering phones, collecting and sending out mail, and other office administrative work. Please submit Support Staff Application to the office of the Superintendent Background check and NYS Education Department fingerprint clearance are required.

**Job Location:**

Lowville, New York 13367

**Pay:**

\$16.81 Hourly

**Benefits:**

No benefits specified.

**Hours per Week:**

13

**Duration:**

Part Time, Temporary

**Work Days:**

Monday Thru Friday

**Shift**

Not specified.

**Public Transportation:**

Not specified.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

Not specified.

**How to Apply:**

To apply, contact the employer by: Internet or In Person

Dunkel King, Rebecca

Lowville Academy and Central School

7668 N State St

Lowville, New York 13367

Web-site: [https://www.lowvilleacademy.org/43468\\_2](https://www.lowvilleacademy.org/43468_2)

