

LANGUAGE CENTER OF LIFELONG LEARNING

Building: 355 East Road

Contact Person(s): Elizabeth Hawley or Alyssa Shulman

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Job description

Federal Work Study students would assist walk-in visitors, answer phone calls, check voicemail, translating, filing, copying and assisting students who walk into the office with registration questions. Other tasks may be assigned.

Skills preferred

Interpersonal and communication skills, courteous and professional phone manners, computer literate, organized and bilingual (English/Spanish) preferred.