

## **WORKFORCE DEVELOPMENT**

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**Customized Workforce Development Solutions**

The NCC Center for Workforce Development offers a wide variety of affordable onsite and offsite training programs for your large or small business, such as...

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### **Job description:**

Federal Work Study students working in the Office of Workforce Development will assist with answering phones, taking messages, filing, copying, faxing, assisting with mass mailings, preparing distribution lists, delivering mail and running errands on campus. Completing project initiated research and other tasks as necessary.

### **Preferred Skills:**

Skills in Microsoft Word, Excel, Access and searching the web is preferred.