

## **ACADEMIC ADVISEMENT CENTER**

Student Service Center

**Contact Person:** Sara Panarelli, Advisor

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### **Job Description:**

- Answer phones, provide assistance with general information and make referrals if necessary
- Assist students with navigating the My NCC portal system
- Assist with office duties and run campus wide errands
- Assist with front desk duties and daily operations of the center including self service kiosk support
- Other duties as assigned

### **Preferred Skills:**

- Customer service experience
- Excellent communication skills
- Courteous and clear phone manner