

ACCOUNTING/BUSINESS ADMINISTRATION



Building: Building A Third Floor Room: 3020

Contact Persons: John DeSpagna or Melanie Seger

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Job description:

General office duties including answering phones, sorting and delivering mail to faculty, inter-office errands, replenishing of copy room supplies and assisting members of the department.

Preferred Skills:

- Proficiency in Word and Excel
- Customer service experience
- excellent communication skills
- a courteous and clear phone manner