

OFFICE OF ADMISSIONS

STUDENT SERVICES CENTER

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Job description

Federal Work Study students working in the Office of Admissions will assist in providing excellent customer service to students and guests to this department. You will assist with the daily operations and production within the Office of Admissions including general office procedures.

Job Skills preferred

Federal Work Study students seeking to work in the Office of Admissions should possess a professional phone manner and be able to perform general clerical tasks. Proficiency in Microsoft Word and Excel, excellent communication skills, detail oriented and the ability to handle confidential matters is also required.