

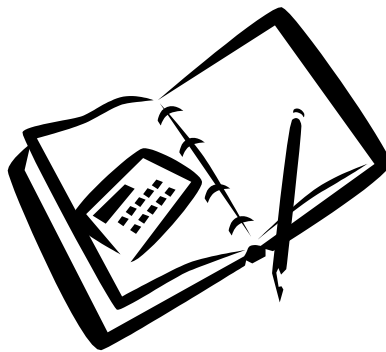
BUDGET OFFICE

Tower Building 6th floor

Contact Person: Lennie Letsinger

Phone: 572-9819 ext.24421

Email: Lennie.Letsinger@ncc.edu



Job description:

This position will entail general office duties including filing, time stamping of requisitions, and other general office duties in the Budget Office.

Preferred Skills:

General office skills

excellent communication skills

a courteous and clear phone manner