



CHEMISTRY DEPARTMENT –Learning Center

Building: Life Science Building Room: 124, First Floor

Contact Person: Mary Beck Phone: (516) 572-7580 ext 26216 or ext.29976

Email: mary.beck@ncc.edu

Job description: Primary duties would include signing students into the Learning Center and informing them of the services the center provides, and assisting students in accessing borrowed texts and manuals.

Preferred Skills Interest in Chemistry or Science major preferred, customer service experience helpful.

Days & times needed: Monday & Thursday 8:30 am- 8:30pm; Tuesday & Wednesday 8:30am-4:30pm

CHEMISTRY –Laboratory Aide

Building: Life Science Building Room: 241, Second Floor

Contact Person: Rose Tavitian Phone: (516) 572-7580 ext.26220

Email: rosemarie.tavitian@ncc.edu

Laboratory Aide: Assist with routine operation and maintenance of the stockroom, laboratories and storage areas. In addition to washing glassware, assisting instructors or students, and restocking supplies.

Preferred Skills: Interest in Chemistry or Science major preferred.

CHEMISTRY DEPARTMENT- CLERICAL

Building: Life Science Building Room: 220, Second Floor

Contact Person: Susan Fishelberg Phone: (516)572-7580 ext.27580

Email: Susan.Fishelberg@ncc.edu

Job Description: General office duties, including but not limited to, answering phones, making copies, delivering mail and campus errands.

Preferred Skills: Excellent communication skills and a courteous and clear phone manner