

DISTANCE EDUCATION

Building: House 350, Avenue U

Contact Person: Lauren DiMaio-Blake

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Email: lauren.blake@ncc.edu

Those interested in the position should email Lauren at the above email address.



Job description

Federal Work study students will assist this busy office with answering phones and general office duties including but not limited to scanning materials and making copies, adding data to charts and campus deliveries to other departments. Hours available are Monday-Friday 8-5pm.

Preferred Skills

- Detail oriented
- Customer service experience
- Computer Literate
- Courteous and clear phone manner
- Microsoft Office proficient