

DEPARTMENT OF FOREIGN LANGUAGES

Building: Nassau Hall-Building M

Room: M 15 -1st FI-Language Lab; M 300,307 Third FI- Main Office

Contact Person: Vladimir Konovaliouk

Phone: 572-7414 ext.25101

Email: Konorav@ncc.edu



Job description: Main office:

This position consists of assisting the instructors and secretary with answering telephones, taking messages, running errands, making copies and general office duties.

Preferred Skills:

General office skills, basic knowledge of Microsoft Office, good communication skills and an excellent phone manner.

Job description: Foreign Language Learning Center (Room M-15):

This position consists of assisting students in the use of technology in foreign language learning, basic maintenance of student stations, peer help in one of the offered foreign languages and registering students into the lab.

Preferred Skills:

Students wishing to work in the Language Lab will require Apple computer skills. Knowledge of a second language is a plus.