

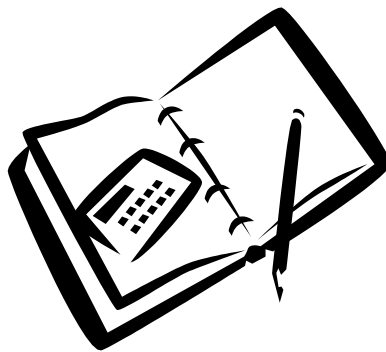
Labor Relations, Faculty Services and Weekend College

Building: 365 Rice Circle, Second Floor

Contact Person: Laurie Pezullo

Phone: 516-572-7832

Email: Laurie.Pezullo@ncc.edu



Job description

Federal Work Study students would perform general office duties such as typing, filing, faxing, copying, and scanning documents; as well as answering telephones, recording messages accurately, scheduling appointments, running errands and deliveries to various campus departments.

Job Skills preferred

General office experience preferred, courteous and professional phone manner required.

Days & Times needed Inquired within