

LIBRARY (Office L315)

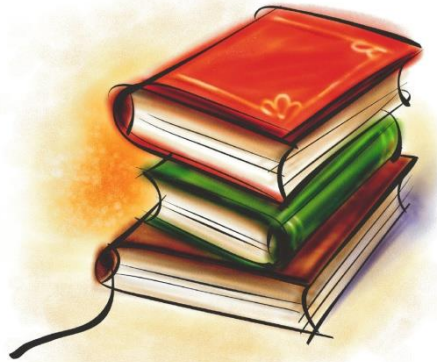
Building: LIBRARY

Room: L315, Third floor

Contact Person: Arthur Friedman

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Email: Arthur.Friedman@ncc.edu



Job description

Federal Work Study students would assist the office performing general office duties to include answering phones, photocopying, running errands and filing.

This is the perfect position for someone who is detail oriented, computer literate and serious minded.