

OFFICE OF INSTITUTIONAL EFFECTIVENESS AND STRATEGIC PLANNING

Building: 352 HARMON AVE

Contact Person: TINA WYNDER

Phone: (516) 572-7771 EXT.25825

Email: tina.wynder@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, running errands and deliveries to various campus departments.

Skills preferred

Customer Service experience would be helpful, courteous and professional phone manners and computer literate.