

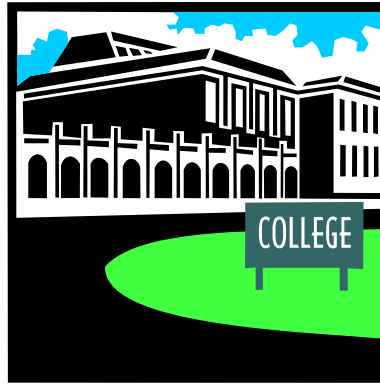
**OFFICE OF VICE PRESIDENT**  
**FOR ACADEMIC & STUDENT SERVICES**

Building: Nassau Hall    Room: 5, First Floor

Contact Person: Jodi Portella

Phone: 516-572-7600 ext.25771

Email: [Jodi.Portella@ncc.edu](mailto:Jodi.Portella@ncc.edu)



**Job description:**

Federal Work Study students will assist with general office duties including answering phones, taking messages, copying, filing and running errands on campus.

**Preferred skills:**

Honors program student with a courteous and professional phone manner.