

# OFFICE OF THE REGISTRAR

## STUDENT SERVICES CENTER

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### **Job description:**

Federal Work Study students working in the Office of the Registrar will assist with general office duties, filing, imaging, phones, inter-office errands and customer services to students.

### **Preferred Skills:**

Federal Work Study students seeking to work in the Office of the Registrar must possess excellent communication skills and a courteous and clear phone manner. The ability to perform general office duties and to be discreet in confidential matters is a must.