

STUDENT PERSONNEL SERVICES (SPS)

STUDENT ACTIVITIES

Building: CCB Room: 150

Contact Person: Phyllis Kurland

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Job description:

General Office work, answering phones, prepare mailings, preparing orientation and other materials, deliveries around campus, assisting at campus events, hanging posters around campus, club paper work, make copies, had out flyers, answering questions from students who come into office, light computer assignments and more.

Preferred skills:

- Ability to follow directions and work independently
- Computer literate
- Customer service skills
- Communication skills