

STUDENT PROFESSIONAL DEVELOPMENT
EMPLOYER SERVICES

Building: M – First floor Room: M39

Contact Person: Stephany Duignan

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Job description:

Federal Work Study students will assist new students with registration, searching and updating the database, assisting in the emailing and faxing of resumé, and orientation with the Student Professional Development Employer Services website.

Office duties will include, but not limited to: answering phones, making appointments, faxing, emailing, and calling perspective employers, posting jobs onto the website; assist with end of the month reports, and keep track of materials required to help service the needs of the students.

Preferred Skills: Customer service as well as human resource experience would be helpful for these positions as well as computer literate and a professional and pleasant phone manner.