

## **SOCIOLOGY/ANTHROPOLOGY/SOCIAL WORK**

**Building: G   Room: 357, Third Floor**

**Phone: (516) 572-7452 ext.25141**

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### **Job description :**

Federal Work Study students working in this department would assist with answering phones, scheduling appointments, greeting students, and general office duties. This position may also require performing errands around campus.

### **Job Skills preferred:**

Interpersonal and communication skills, courteous and professional phone manners, computer literate with general office experience.