

WORKFORCE DEVELOPMENT

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NASSAU COMMUNITY COLLEGE
Customized Workforce Development Solutions

The NCC Center for Workforce Development offers a wide variety of affordable on-site and off-site training programs for your large or small business, such as...

- Personalized Computer Applications – From beginner to advanced
- Human Resource Management
- Effective Business Communications
- Workplace Language Skills
- Mentorship for Succession Planning

The Center for Workforce Development has been successfully serving the Long Island business community for over 25 years.

Contact one of our training professionals for a free consultation at workforce.solutions@ncc.edu or 516.572.7487
Visit our website at www.ncc.edu/workforcedevelopment

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State of New York
SUNY

Job description:

Federal Work study students will assist this busy office with answering phones and general office duties including but not limited to scanning materials and making copies, adding data to charts and campus deliveries to other departments.

Preferred Skills:

- Detail oriented
- Customer service experience
- Computer Literate
- Courteous and clear phone manner
- Microsoft Office proficient