

CENTER FOR WORKFORCE DEVELOPMENT

Building: 356 East Road

Contact Person: Naheed Khan

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Job description

Federal Work Study students working in this department will assist with answering phones, taking messages, filing, copying, faxing, scanning, delivering mail as well as running errands on campus. FWS student workers will also assist with mass mailings, preparing distribution lists, data entry, and preparing reports. Completing project related research, special projects and others tasks as necessary.

Preferred Skills

Customer service and general office experience helpful, excellent communication skills, a courteous and clear phone manner and proficiency in Microsoft Word, Excel and Access as well as web researching.