

## **LANGUAGE CENTER OF LIFELONG LEARNING**

**Building: 355 East Road**

**Contact Person(s): Alyssa Schulman**

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### **Job description**

**Federal Work Study students would assist walk-in visitors, answer phone calls, check voicemail, translating, data entry and general office duties. FWS students would also assist students who walk into the office with registration questions. Other tasks may be assigned.**

### **Skills preferred**

**Interpersonal and communication skills, courteous and professional phone manners, computer literate, organized and bilingual (English/Spanish) preferred.**