

## Administrative Business Technology / Health Information Technology

Building: A Room: 115

Contact Person: Dorothy Rabbene

Phone: (516) 572-7288 EXT. 26289

Email: [dorothy.rabbene@ncc.edu](mailto:dorothy.rabbene@ncc.edu)



### **Job description:**

Federal Work Study students will assist students signing in and out of the Learning Center, answering phone calls, cleaning classrooms and performing errands around the campus.

### **Preferred Skills:**

Customer service experience, excellent communication skills, and a clear and courteous phone manner.