

# AFFIRMATIVE ACTION OFFICE

Building: Tower Room: 818 8<sup>th</sup> Floor

Contact persons: Dr. Craig Wright or Deborah Baker

Phone: 572-7121

Email: [Deborah.Baker@ncc.edu](mailto:Deborah.Baker@ncc.edu)

## Job description

Answering phones, light typing, filing, departmental errands, photocopying, and other general office work.

**Preferred Skills**: General office work skills in addition to a professional and pleasant phone manner.