

**CENTER FOR STUDENTS WITH DISABILITIES-**  
**STUDENT PERSONNEL SERVICES (SPS)**

**Building: U**

**Contact Person: Donna Sparberg or Dawn Smith**

**Phone: (516) 572-7241 Email: [dawn.smith@ncc.edu](mailto:dawn.smith@ncc.edu)**



A Federal Work Study student working in the CSD Area would be required and responsible for providing support and assistance to the day to day functions of the service area.

**Job description – Clerical Position:**

- Managing the assigned lockers to the students testing in the CSD lab
- Support the front desk staff in answering phone calls and the appointment sign in sheet
- Prepare test folder packages to be used upon arrival of an exam
- Photocopying and aide as a courier when needed to deliver items around campus. (NO EXAMS)

**Job description- Lab Assistant:** A Lab Assistant is needed for a visually impaired student in Anatomy and Physiology class. Anatomy and Physiology lab is on Wednesdays from 11-1:45pm.

**Contact Person for Lab Assistant position: Sharon Grossman**

**516-572-7241 ext.25535**

**Email: [Sharon.Grossman@ncc.edu](mailto:Sharon.Grossman@ncc.edu)**