

CENTER FOR EXCELLENCE & INNOVATION-CSTEP

Building: 358 Davis & Life Science Building

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The purpose of the Collegiate Science and Technology Entry Program (CSTEP) at Nassau Community College is to increase and support the number of economically disadvantaged or historically underrepresented minority students pursuing postsecondary degrees and professional licensure through programs in mathematics, sciences, technology, health-related fields, and the licensed professions.

Job Description

The Federal Work Study student would assist with basic administrative functions of an office. Must have good communication and organizational skills. Ability to work with a diverse student population. May be required to assist with special projects, basic record keeping, preparation of publications and/or newsletters/social media, preparation of fund-raising events, workshops and researching/referring students to appropriate resources.

Requirements:

- Provide exceptional customer service/assistance in the CSTEP office
- Assist students at the front desk, phone calls, walk ins
- Maintain confidentiality of all information received in the office
- Learn to navigate required screens on operating system
- Create new files and accurately file. Keep files and inventory stock organized
- Contribute positively to team environment
- Able to learn the “basics” of applying for the CSTEP and navigating a variety of student services
- Computer proficient
- Other assignments as assigned