

STUDENT PERSONNEL SERVICES-CAREER & TRANSFER COUNSELING

Building: M- Nassau Hall Room: 19

Contact Person: Regina Hack

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Job description

Federal Work Study students will assist Student Personnel Services with greeting students, answering phones, taking messages, scheduling appointments, filing, running errands on campus and assisting with programs and events as needed.

Preferred Skills

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