

# **DISTANCE EDUCATION**

**Building: House 350 & 351 Avenue U**

**Contact Person: Lauren DiMaio-Blake**

**Phone: (516) 572-9887 ext. 25313**

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**\*Those interested in the position should email [Lauren.Blake@ncc.edu](mailto:Lauren.Blake@ncc.edu) include your availability and contact information.**

## **Job description**

Federal Work study students will assist this busy office with answering phones and general office duties including but not limited to scanning materials and making copies, adding data to charts and campus deliveries to other departments. Hours available are Monday-Friday 8-5pm.

## **Preferred Skills**

- Detail oriented
- Customer service experience
- Computer Literate
- Courteous and clear phone manner
- Microsoft Office proficient