

## **ENGLISH DEPARTMENT**

Building: Bradley Hall Room 13, First Floor

Contact Person: Lori Miata

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### **Job descriptions:**

#### **General Office work:**

General office duties including photocopying, answering phones, mail, campus errands and assisting faculty office staff.

#### **Creative Writing Library:** Bradley Hall Room 13, First and Second floor

The main work objective will be to maintain the Creative Writing Program's library in Bradley Hall. In addition FWS students will assist with preparations for the CWP's literary events and will complete general office duties including photocopying, answering phones, distributing mail, assisting professors and running campus errands.