

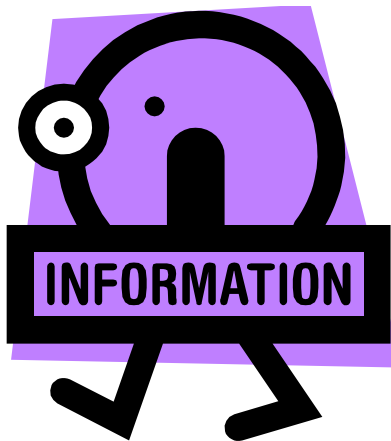
INFORMATION TECHNOLOGY SERVICES

Building: LIBRARY

Contact Person: Diana Forbes

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Job description:

Federal Work Study students hired for this department will assist students with finding available computers for their use and signing them in and out of the lab. In addition to general office duties such as answering phones, running errands, and replacing paper and ink to printers.

Preferred skills:

Knowledge of basic office operations and a courteous and pleasant phone manner.