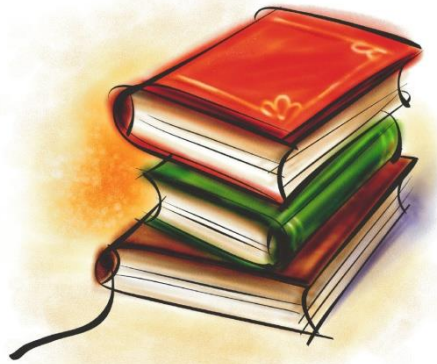


LANGUAGE CENTER OF LIFELONG LEARNING

Building: F **Room:** 309, Third Floor

Contact Person(s): Stella Pinzon-Goon

Phone: (516) 572-7062 ext.26903 **Email:** stella.goon@ncc.edu



Job description

Federal Work Study students would assist walk-in visitors and answer phone calls from people calling to inquire about the Language Center Program. Other duties would include general office duties, errands, and deliveries to other department.

Job Skills preferred:

Interpersonal and communication skills, courteous and professional phone manners, computer literate, organized and bilingual (English/Spanish) preferred.

Days & times needed: Inquire within