

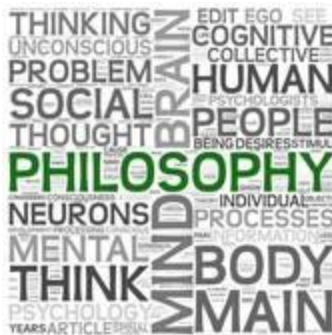
PHILOSOPHY

Building: Nassau Hall M Room: M217A

Contact Person: Patricia Shaw

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Email: Patricia.Shaw@ncc.edu



Job description: General office work including but not limited to filing, making copies, answering phones, taking messages, pick up and deliveries to other departments.

Preferred skills: General Office skills and a pleasant and professional phone manner.

Days & times needed: Inquire within