

STUDENT HEALTH OFFICE

Location: STUDENT SERVICES CENTER

Contact Person: Rosanne Theisen

Phone: 516-572-7123 X24982

Email: Rosanne.Theisen@ncc.edu



Job Description:

Federal Work Study students would assist with scanning, filing, alphabetizing, answering incoming calls, and light clerical duties. Greeting students and visitors to the Student Health Office would also be part of the responsibilities of this position. This position requires maintaining student/patient confidentiality in all matters due to HIPPA regulations.

Job Skills Preferred:

Computer knowledge, articulate, personable, reliable and punctual.