

## STUDENT PERSONNEL SERVICES-TRANSFER COUNSELING

Building: Nassau Hall    Room: 4 - First Floor

Contact Person: Deborah Kimbrough-Lowe

Phone: (516) 572-7127

Email: [Deborah.Lowe@ncc.edu](mailto:Deborah.Lowe@ncc.edu)



### Job description:

Federal Work Study students will assist Student Personnel Services with greeting students, answering phones, taking messages, scheduling appointments, filing, running errands on campus and assisting with programs as needed.

### Preferred Skills:

Customer service experience, excellent communication skills, and a courteous and clear phone manner.