

CENTER FOR EXCELLENCE & INNOVATION-CEI

Building: 358 Davis & Life Science Building

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The Center for Excellence & Innovation (CEI) is NCC's headquarters for K-16 grants and partnerships. CEI is dedicated to supporting Long Island youth in completing high school on time and entering post-secondary education and the workforce as fully prepared young adults. CEI grant initiatives, generously funded by the U.S. Department of Education and the New York State Education Department, provide a wide array of services designed to improve student performance, increase high school graduation rates and increase the number of students entering college.

Job Description

The Federal Work Study student would perform data entry into various program platforms. They will review data forms for accuracy and completeness. Responsibilities will also include covering the front desk, addressing questions, answering phones, transferring calls, receiving deliveries and delivering mail and packages to assigned staff. The Federal Work Study student would also maintain the office space in such a manner that all its occupants can achieve their work goals for the day.

Requirements:

- Proficient using database platforms, Excel, etc. and doing data entry
- Proficient using various social media platforms
- Detailed oriented, team spirited, timely and organized
- Answer phones and transfer calls
- Great customer service skills and welcoming personality
- Ability to maintain confidentiality