

LIBRARY

Library Lower Level

Room L10

Contact person: Lisa Errico

Phone number: 516 572-401 X27405

lisa.errico@ncc.edu

Job Description

Work with Library faculty and staff assisting with general organizational and office tasks in the Resource Management Unit. Duties may include assistance with physical book processing, delivery of materials to the Access Service Unit, sorting mail, discarding books and working with the Library's digital catalog.

Building: LIBRARY, FIRST FLOOR

Room: 316 THIRD FLOOR

Contact Person: ARTHUR FRIEDMAN

Phone: (516) 572-7401 X26028

Email: Arthur.Friedman@ncc.edu

Job description

Federal Work Study students would be working with documents to organize them, prepare labels, and create a filing system. Federal Work Study students may also be assisting with scanning and copying documents.