

Math, Computer Science, Information Technology Department

Physical Science

Building: F Room: 310, Third FL

Contact Person: Alexander Sanchioli

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Job description

General office duties including faxing, mailings, inter-office errands, filing and answering phones. In addition to general office duties, Federal Work Study students will assist with the cleaning and organizing of the stockroom and laboratories, washing glassware, and general maintenance of laboratory equipment.

Preferred Skills: Prior experience in any of the above a plus.