

## STUDENT HEALTH OFFICE

Locations: **STUDENT SERVICES CENTER & Building #28** (next to the Student Union and across from NCC Theatre)

Contact Person: Rosanne Theisen

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### 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.