CHEMISTRY DEPARTMENT –Learning Center

Building: Life Science Building  Room: 124, First Floor
Contact Person: Mary Beck  Phone: (516) 572-7580 ext 26216
Email: mary.beck@ncc.edu

Job description: Primary duties would include signing students into the Learning Center and informing them of the services the center provides, and assisting students in accessing borrowed texts and manuals.

Preferred Skills: Interest in Chemistry or Science major preferred, customer service experience helpful.

Days & times needed: Monday – Thursday 8:30 am- 8:30pm; Saturday 12:00pm- 3:00pm

CHEMISTRY –Laboratory Aide

Building: Life Science Building  Room: 206, Second Floor
Contact Person: Rose Tavitian  Phone: (516) 572-7580 ext.26220
Email: rosemarie.tavitian@ncc.edu

Laboratory Aide: Assist with routine operation and maintenance of the stockroom, laboratories and storage areas. In addition to washing glassware, assisting instructors or students, and restocking supplies.

Preferred Skills: Interest in Chemistry or Science major preferred.

CHEMISTRY DEPARTMENT- CLERICAL

Building: Life Science Building Room: 220, Second Floor
Contact Person: Jacqueline Suwalkski Phone: (516)572-7580 ext.26220
Email: Jacqueline.suwalkski@ncc.edu

Job Description: General office duties, including but not limited to, answering phones, making copies, delivering mail and campus errands.

Preferred Skills: Excellent communication skills and a courteous and clear phone manner