Clerical Aide

**Building: D Room: 115**

Contact person: Christopher Zebuda

Phone: 516-572-7272 ext.26375  Email: Christopher.zebuda@ncc.edu

**Job Description:** General office work, filing, organizing office processes, answering phones and errands.

**Preferred Skills:** Computer Knowledgeable and clerical office experience.

Laboratory Aide

**Building: D Room: 110, First Floor**

Contact Person: Ziaullah Khan Durrani

Phone: (516) 572-7272 ext.26374  Email: Ziaullah.Durrani@ncc.edu

**Job description:** Assisting in the laboratories and may involve heavy lifting.

Clerical Aide

**Building: D Room 2087**

Contact Person: Barbara Fink

Phone: 516-572-7272 ext.26366 Email: barbara.fink@ncc.edu

**Job Description:** General office work, filing, photocopying, organizing, light typing, answering phones and errands.

**Preferred Skills:** Computer knowledgeable, clear speaking voice, attention to detail.