DEPARTMENT OF FOREIGN LANGUAGES

Building: Nassau Hall

Room: M 15 -1st Fl-Language Lab; M 300 Third Fl- Main Office

Contact Person: Ann Coen Guerriero or Vladimir Konovaliouk

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Job description: Main office:

This position consists of assisting the instructors and secretary with answering telephones, taking messages, running errands, making copies and general office duties.

Preferred Skills:

General office skills, communication skills and an excellent phone manner.

Job description: Foreign Language Learning Center:

This position consists of basic maintenance of student stations and registering students.

Preferred Skills:

Students wishing to work in the Language Lab will require Apple computer skills. Knowledge of a second language is a plus.

Days & times needed: Monday – Saturday 8:00am-9:00pm