OFFICE OF EQUITY, INCLUSION, AFFIRMATIVE ACTION

Building: Tower, 8th floor, Room 818

Contact Person: Reda James or Craig J. Wright

Phone: (516) 572-7121 ext. 24030

Email: reda.james@ncc.edu
craig.wright@ncc.edu

Job description

Federal Work Study students would perform general office duties such as typing, filing, faxing, copying, and scanning documents; as well as answering telephones, recording messages, running errands and deliveries to various campus departments.

Job Skills preferred

Customer Service experience would be helpful, courteous and professional phone manners and computer literate.

Days & times needed: Inquire within