READING & BASIC EDUCATION PROGRAM

**Building:** M Nassau Hall  **Room:** 201

**Contact Person:** Jean Miller

**Phone:** (516) 572-7464 ext. 25358

**Email:** jean.miller@ncc.edu

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**Job description**

General office duties including running errands, filing, and photocopying.

**Preferred Skills:**

General office work experience

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**READING & BASIC EDUCATION PROGRAM**

**Second location**

**Building:** N – North Hall  **Room:** 205 second floor

**Contact Person:** Elena Marcianente

**Phone:** 516-7464 ext.25334

**Email:** elena.marcianente@ncc.edu

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**Job Description**

This position will require general office skills as well as assisting students with borrowing and returning books from the BEP workshop library. Other duties may include restocking of office supplies, assisting with answering phones, sorting mail, campus errands and counting and packaging exams.

**Preferred Skills**

General office skills and a professional and pleasant phone manner. Students **may not** be in remedial classes for this position.