**STUDENT PERSONNEL SERVICES**

**JOB PLACEMENT**

Building:  M – First floor  
Room:  M39

Contact Person:  Stephany Duignan

Phone:  572-7132

Email:  stephany.duignan@ncc.edu

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**Job description:**

Assist new students with Job Placement Office registration, searching and updating the Job Placement database, assisting in the emailing and faxing of resume’s, and orientation with the Job Placement website.

Office duties will include, but not limited to: answering phones, making appointments, faxing, emailing, and calling perspective employers, posting jobs onto the website; assist with end of the month reports, and keep track of materials required to help service the needs of the job placement students.

**Preferred Skills:**  Customer service as well as human resource experience would be helpful for these positions as well as computer literate and a professional and pleasant phone manner.