

ACADEMIC ADVISEMENT CENTER

Student Service Center

Contact Person: Calvin Chin

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Job Description:

- Answer phones, provide assistance with general information and make referrals if necessary
- Assist students with navigating the My NCC portal system
- Assist with office duties and run campus wide errands
- Assist with front desk duties and daily operations of the center including self service kiosk support
- Other duties as assigned

Preferred Skills:

- Customer service experience
- Excellent communication skills
- Courteous and clear phone manner