

## **ACADEMIC ADVISEMENT CENTER**

Student Service Center

**Contact Person:** Rob Hernandez

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**Phone:** (516) 572-7436 ext. 25810

### **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