

# **Administrative Business Technology**

## **Healthcare Administration**

### **Health Information Technology**

#### **Medical Assistant Department**

**Building: A Room: 115B, 1<sup>st</sup> Floor**

**Contact Person: Binta Christopher**

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### **Job description**

Federal Work Study students will assist students signing in and out of the Learning Center, answering phone calls, cleaning classrooms and performing errands around the campus.

#### **Preferred Skills**

Customer service experience, excellent communication skills, and a clear and courteous phone manner.