

# AFFIRMATIVE ACTION OFFICE

Building: T   Room: 818, 8th Floor

Contact person: Theresa Aydelott

Phone: 572-7121

Email: [theresa.aydelott@ncc.edu](mailto:theresa.aydelott@ncc.edu)

## Job description

Answering phones, light typing, filing, departmental errands, photocopying, and other general office work.

## Preferred Skills

General office work skills in addition to a professional and pleasant phone manner.