

AFRICANA STUDIES

Building: H Room: 124, First Floor

Contact person: Dr. Patterson-Shabazz

Phone: 572-7157

Email: Rodney.patterson@ncc.edu

Job description

Answering phones, light typing, filing, departmental errands, photocopying, in addition to working on special projects such as the Multicultural Fair and the Annual Spring Theatre production are some of the duties of this position.

Preferred Skills

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