## **CONTINUING EDUCATION**

355 EAST ROAD (HOUSE)

**Contact Persons**: **ELIZABETH HAWLEY** 

**Phone Number: 516-572-7472** 

**Email**: Elizabeth.Hawley@ncc.edu



## **Job description**

Federal Work Study students working in the Office of Continuing Education will perform general office duties, data entry, greeting potential Continuing Education registrants, answering phones, running errands to Campus locations as directed by their Supervisor.