

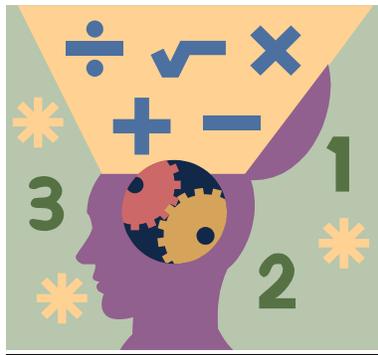
## **MATH DEPARTMENT**

**Building:** B **Room:** B3028, Third Floor

**Contact Person:** Anmarie Scott

**Phone:** 516-572-7383 EXT.26805

**Email:** [scotta@ncc.edu](mailto:scotta@ncc.edu)



### **Job description:**

General office duties; which include answering the phone, distributing the mail, filing, photocopying, running errands, and assisting faculty and staff.

### **Preferred skills:**

General office skills and a pleasant and professional phone manner.

**Days & times needed:** Inquire within