

**Student Personnel Services STUDENT**  
**ACTIVITIES**

**Building: CCB, First floor, Room 156**

**Contact person: Student Activities**

**Office Phone: 516-572-7148**

**Job description**

Federal work study students will assist the department with light typing, computer work, filing, departmental errands, photocopying, and other duties as assigned.

**Preferred skills**

Courteous and clear phone manner