

WRITING CENTER

Building: BRADLEY HALL

Room: BRADLEY HALL- BALLROOM (First Floor)

Contact Person: Debra Madden

Phone: (516) 572-7185 ext.25593

Email: debra.madden@ncc.edu

Job description

Students working in the Writing Center will be setting appointments for students via a web-based system; assisting signing students in and out of the Writing Center, performing general office duties with heavy phone activity.

**Hours needed: Monday/Wednesday 3:00pm-8:00pm &
Tuesday/Thursday 3:3pm-8:30pm**

Preferred Skills

Professional and pleasant phone manner, excellent communication skills and computer literate.