INFORMATION SERVICES

Building: T Plaza level

Contact Person: Elizabeth Ceffalia

Phone: (516) 572-7501 Ext.24100

Email: elizabeth.ceffalia@ncc.edu

<u>Job description</u>: Provide customer service to students, parents, outside agencies and all College departments using tact and diplomacy. Knowledge of basic office practices.

Job Skills preferred: Bi-lingual

Days & times needed: Inquire within

