

STUDENT PERSONNEL SERVICES

CENTER FOR EDUCATIONAL & RETENTION COUNSELING

Building: Nassau Hall **Room:** M-4, First Floor

Contact Person: Christopher Muller

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Job description

Federal Work Study students working in the Center for Educational & Retention Counseling will greet incoming students, oversee the signing in of students, and alert counselors of their appointments with students. Federal Work Study students will also perform general office duties such as typing, filing, faxing, copying, and scanning documents; as well as answering telephones, recording messages accurately, scheduling appointments, delivering mail, and running errands to various campus departments.

Job Skills preferred

Customer Service experience and a courteous and professional phone manner.