



Advancing Success in Associate Pathways (ASAP)

Federal Work-Study Job Description

Positions Available: 4

The ASAP Program is designed to help motivated Nassau Community College students stay on track and graduate on time. Students within the program are provided with academic, social and financial support with the goal of graduating within three years.

Responsibilities:

- Greet students and visitors upon entering the office and direct them to appropriate staff member
- Answer inbound phone calls and transfer callers to appropriate staff members
- Maintain a welcoming and organized front desk ensuring that all pamphlets are replenished
- Perform clerical needs such as photocopying, data entry, and maintaining bulletin boards
- Assist with departmental programs and workshops
- File student electronic and physical records as needed
- Maintain confidentiality of sensitive data and student records
- Other duties as deemed appropriate

Qualifications:

- Proficient in Microsoft Office, Word and excel
- Excellent customer service, welcoming and approachable demeanor
- Strong communication and interpersonal skills
- Ability to take initiative and work independently as well as part of the team
- Team oriented and able to complete projects in a timely manner
- Ability to convey program details to all stakeholders in a clear manner