ACCOUNTING/BUSINESS ADMINISTRATION

Building: A Cluster, Third Floor <u>Room</u>: 3020 Contact Persons: John DeSpagna or Melanie Seger

Phone: (516) 572-7544 x26400

Email: john.despagna@ncc.edu or melanie.seger@ncc.edu

Job description

General office duties such as answering phones, effective communication skills required. Other duties may include assisting students with Banner, copying and filing documents, inter-office mail, check office supplies, campus errands.

Microsoft Word and Excel experience required.