EQUITY, INCLUSION & AFFIRMATIVE ACTION OFFICE

352 Harmon Ave.

Contact person: Dr. Craig Wright

Phone: 572-7121

Email: aao@ncc.edu

Job description

Answering phones, light typing, filing, departmental errands, photocopying, creating and posting flyers and other general office work.

Preferred Skills

General office work skills in addition to a professional and pleasant phone manner.