

CIVIL RIGHTS AND BELONGING OFFICE

352 Harmon Ave.

Contact person: Dr. Craig Wright

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Job description

- Assist with filing, scanning, organizing, and digitizing departmental records
- Prepare, edit, and format documents, spreadsheets, and materials
- Assist with departmental communications, such as email, flyers, and basic outreach
- Support the creation and scheduling of social media content
- Maintain confidentiality and professionalism in all work

P r e f e r r e d S k i l l s

- Strong communication skills (written and verbal)
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Comfortable using or learning social media platforms
- Professional demeanor and commitment to confidentiality