

INFORMATION SERVICES

Building: T Plaza level

Contact Person: Elizabeth Ceffalia

Phone: (516) 572-7501 Ext.24100

Email: elizabeth.ceffalia@ncc.edu

Job description: Greet and assist students, parents and guests at computers and kiosk machines. Must answer phones with patience and understanding. Possibly some lifting and running errands on campus. Dress code modest; Bilingual a plus.

Job Skills preferred: Bilingual

Days & times needed: Inquire within