OFFICE OF the DEAN OF STUDENTS

CCB Building

<u>Contact Person</u>: Robin Williams <u>Email</u>: <u>robin.williams@ncc.edu</u> <u>Phone</u>: (516) 572-7376

Job Description:

- Answer phones
- Light typing and computer work
- Assist with office duties and run campus wide errands
- Other duties as assigned

Preferred Skills:

- Customer service experience
- Excellent communication skills
- Courteous and clear phone manner