

CAREER & TRANSFER COUNSELING

STUDENT PROFESSIONAL DEVELOPMENT SERVICES

Building: M – Nassau Hall, 1st Floor

Room: M-14

Contact Person: Regina Hack

Phone: 572-5501 Email: regina.hack@ncc.edu

Job description

Federal work study students will assist with answering phones, greeting students, making appointments for counselors, running errands and general office duties.

Preferred skills

- Professional and pleasant phone manner
- customer service friendly
- general office experience