## Student Personnel Services STUDENT ACTIVITIES

**Building: CCB, First floor, Room 156** 

**Contact person: Frances Calleo** 

Phone: 516-572-7148 X 26729

## **Job description**

Federal work study students will assist the department with light typing, computer work, filing, departmental errands, photocopying, and other duties as assigned.

## **Preferred skills**

Courteous and clear phone manner