HEALTH SERVICES

Building: C  Room: 107, First Floor

Contact Person: Margaret McGovern

Phone: 516-572-7123

Email: Margaret.McGovern@ncc.edu

Job Description:

Federal Work Study students would assist with filing, alphabetizing and answering incoming calls. This position would also include light clerical duties and greeting students and visitors.

Job Skills Preferred:

Computer knowledge, articulate, personable, reliable and punctual.