A Federal Work Study student working in the CSD Area would be required and responsible for providing support and assistance to the day to day functions of the service area.

**Job description – Clerical Position:**

- Managing the assigned lockers to the students testing in the CSD lab
- Support the front desk staff in answering phone calls and the appointment sign in sheet
- Prepare test folder packages to be used upon arrival of an exam
- Photocopying and aide as a currier when needed to deliver items around campus. (NO EXAMS)

**Job description- Note taker:** A note taker for a visually impaired student in the LINCC program.

The hours required are 8:00am-11:00 am (or till 10:00 am) Monday thru Friday. Qualifying candidate should be a full time student with a minimum GPA of 3.0.

**Contact Person for Note Taker position:** Sharon Grossman

516-572-7241 ext.25535

Email: Sharon.Grossman@ncc.edu