Advancing Success in Associate Pathways (ASAP)

Location: Student Service Center Room 111

Contact Person: Kerry Nelson

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The ASAP Program is designed to help motivated Nassau Community College students stay on track and graduate on time. Students within the program are provided with academic, social and financial support with the goal of graduating within three years.

Responsibilities:

- Greet studentelscomdingstandsourgenized errorgt titlests effatelfting at 1886 by 1840 ann 1914 like taianteire plenished
- Perform clerical needs such as photocopying, data entry, and maintaining bulletin boards
- Assist with departmental programs and workshops
- File student electronic and physical records as needed
- Maintain confidentiality of sensitive data and student records
- Other duties as deemed appropriate

Qualifications:

- Proficient in Microsoft Office, Word and excel
- Excellent customer service, welcoming and approachable demeanor
- Strong communication and interpersonal skills
- Ability to take initiative and work independently as well as part of the team
- Team oriented and able to complete projects in a timely manner

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