

ACADEMIC ADVISEMENT CENTER

Student Service Center

Contact Person Rob Hernandez

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Job Description

- x Answer phones, provide assistance with general information and make referrals if necessary
- x Assist students with navigating the MyCC portal system
- x Assist with office duties and run campus wide errands
- x Assist with front desk duties and daily operations of the center including self service kiosk support
- x Other duties as assigned

Preferred Skills

- Customer service experience
- Excellent communication skills
- Courteous and clear phone manner