

## ACCOUNTING/BUSINESS ADMINISTRATION

Building: A Cluster, Third Floor Room: 3020

Contact Persons: John DeSpagna or Melanie Seger

Phone: (516) 572-7544 x26400

Email: [john.despagna@ncc.edu](mailto:john.despagna@ncc.edu) or [melanie.seger@ncc.edu](mailto:melanie.seger@ncc.edu)

### Job description

General office duties such as answering phones, effective communication skills required. Other duties may include assisting students with Banner, copying and filing documents, inter-office mail, check office supplies, campus errands.