NSA

Work Study Program

**Administrative & Technical Students:**

**Office Assistant**

* Students who are enrolled in business courses (Microsoft Office Suite, Accounting, Business Management, Web Page Design and etc.). They will be required to perform basic administrative tasks - type, file, maintain records, answer phones, and operate business equipment such as word processors and personal computers.

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**Administrative & Technical Students:**

**Computer Aide**

* Students who are enrolled in computer or Science Technology Engineering and Mathematics (STEM)-focused courses (Computer Science, Java Visual Basics, Programming and etc.). They will be required to operate and/or maintain data processing equipment, often the most sophisticated equipment on the market.

