

Why work for the MLC?

Help Others

When you work in a campus tutoring center, you become part of one of the most important teams on campus. We're here for one reason: To help students learn. Receptionists play a significant role in helping the center run smoothly and making sure students get the help they need.

Develop Marketable Skills

Being a receptionist in the Modern Language Center helps you develop a variety of customer service skills employers find highly desirable. These include communication and interpersonal skills, organizational and time-management skills, and computer skills. Receptionists may be eligible to receive references and letters of recommendation from the MLC manager when applying for scholarships, internships, and employment after college.

Enjoy the convenience of a job right here at John Jay while building skills and making money!

Help Others!
Build Skills!
Make Money!



*The Modern Language Center
524 W 59 St
New York City, NY 10019
Room—7.64 NB
212.484.1140
languagecenter@jjay.cuny.edu
Instagram: @jjclanguagecenter*

Work Study

Students:

Become a
Receptionist at the
MLC!



**JOHN
JAY** COLLEGE
OF
CRIMINAL
JUSTICE
**MODERN LANGUAGE
CENTER**



