

Job Title	Administrative/Research Assistant
PVN ID	QC-1812-002871
Category	Administrative Services
Location	QUEENS COLLEGE
Department	Commoner Center
Status	Full Time
Annual Salary	\$40,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Feb 22, 2019 (Or Until Filled)

General Description

ADMINISTRATIVE ASSISTANT POSITION AVAILABLE

The Barry Commoner Center for Health and the Environment is an environmental and occupational health research center at Queens College, City University of New York and is located in Central Queens. We are seeking an administrative/research assistant for our Worker Health Protection Program, which provides free medical screening examinations to former Department of Energy (DOE) nuclear workers. The purpose of the medical screening program is to evaluate the health impact of past exposures to hazardous chemicals and radiation. To date, the program has provided medical screening services to over 34,000 nuclear workers throughout the country.

JOB DESCRIPTION

We are looking for a candidate to assist in administering multiple aspects of the medical screening program available to former workers at the Nevada Test Site and three DOE national laboratories in Northern California.

The individual will primarily focus on the following:

1. Utilize telephone skills to contact former workers, encourage enrollment and to conduct in-depth interviews to review participants' medical and work histories
2. Schedule appointments and coordinate with remote medical clinics and program physicians to facilitate medical screening and follow-up
3. Review and edit medical results letters generated by program physicians
4. Conduct data entry, including entering medical data into a FileMaker database

5. Participate in regularly scheduled program meetings for program planning and quality assurance purposes
6. Conduct other tasks as required

Send cover letter and resume to:

Sharon Peyser

BCC, Queens College

65-30 Kissena Blvd

Flushing, NY 11367

fax to (718) 670-4161 or **e-mail:** Sharon.Peyser@qc.cuny.edu

Any questions, call Ms. Peyser at - 718-670-4180.

The Barry Commoner Center is an equal opportunity employer.

Other Duties

Qualifications

QUALIFICATIONS

Minimum Associates degree, preferably college graduate with excellent verbal and written communication skills, with the ability to work collaboratively and in a very organized and detail-oriented manner. Must be proficient in Microsoft Word and comfortable with other standard computer programs in Microsoft Office, with a willingness to learn how to work in Filemaker Pro databases.

This is an excellent opportunity for someone with a strong interest in public health, occupational and environmental health or health care.

HOURS:

Full-time

35 hours per week, with some flexibility needed to accommodate working with West Coast contacts

