

Job Title	Administrative Assistant
PVN ID	QC-1903-002977
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	Apr 22, 2019 (Or Until Filled)

General Description

BARRY COMMONER CENTER FOR HEALTH AND THE ENVIRONMENT

Queens College, CUNY

Flushing, NY 11367

Phone: 718-670-4194

Fax: 718-670-4161

POSITION AVAILABLE – MARCH 2019

The Barry Commoner Center for Health and the Environment (BCCHE) at Queens College is one of the lead organizations in the Worker Health Protection Program, which gives free medical screening examinations and education to former Department of Energy (DOE) nuclear weapons production workers. The purpose of the medical surveillance program is to evaluate the impact of past exposures to hazardous chemicals and radiation. BCCHE works closely with the United Steelworkers (USW), the largest industrial union in the country. This would be an exciting project for someone with occupational health or labor interests and for those with medical career aspirations.

JOB DESCRIPTION

BCCHE is looking for an administrative assistant to help with a lung cancer screening program that is a component of the DOE medical surveillance program.

The individual will be assisting with all aspects of the lung cancer screening program including participant scheduling, sending out confirmation and results letters, requesting medical records, clerical tasks such as filing and proofreading, and various follow-up and research projects.

Other Duties

Qualifications

Qualifications:

- College graduate preferred.
- Work experience in a health care-related setting preferred.

BCCHE is an equal opportunity employer.

To apply, include cover letter and resume.