RESEARCH FOUNDATION CUNY

Careers at RFCUNY
Job Openings

Job Title	Admin Ass't
PVN ID	QC-2103-003893
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	Commoner Center
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 18, 2021 (Or Until Filled)

General Description

Barry Commoner Center for Health and the Environment, Queens College, CUNY, Flushing, NY 11367

Phone: 718-670-4180

Fax: 718-670-4189

POSITION AVAILABLE: Administrative Assistant

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. We are seeking an administrative assistant for our Worker Health Protection Program, which provides free medical screening examinations to former Department of Energy (DOE) nuclear workers. This position is located at Queens College in central Queens and would consist carrying out daily clerical and scheduling tasks of the program, with opportunity for additional responsibilities.

This is an excellent opportunity for someone with interest in working in public health.

Salary: $40,000 to $45,000 with excellent benefits

Hours: Full-time Monday through Friday

Send cover letter and resume to:

Jonathan Corbin, MPH, BCCHE, Queens College, 65-30 Kissena Blvd, Flushing, NY 11367

or **fax** to (718) 670-4167 or **e-mail**: jcorbin@qc.cuny.edu

Any questions, call Mr. Corbin 718-670-4228

BCCHE is an equal opportunity employer.

Other Duties

Responsibilities will include:

1. Schedule medical appointments with participants of our program and coordinate with remote medical clinics and program offices and the local medical team to facilitate medical screening and follow-up
2. Enter medical data into a FileMaker database and file digital medical results
3. Participate in regularly scheduled program meetings and communicate with other program staff, including program physicians, on a daily basis
4. Attend educational sessions at the Center to advance knowledge and experience in worker health
5. Other office related tasks as assigned

Qualifications

Qualifications:

- Ability to work in a very organized and detail-oriented manner.
- Must be comfortable with standard computer programs including Microsoft office and willing to learn how to work in Filemaker