

Job Title	Admin Assistant
PVN ID	QC-2211-005229
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	Commoner Center
Status	Part Time
Hourly Rate	\$20.00-\$21.00
Hour(s) a Week	16.00-19.00
Closing Date	Jan 22, 2023 (Or Until Filled)

General Description

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 a file clerk/administrative assistant to help with a lung cancer screening program that is a component of the DOE medical surveillance program.

Upload cover letter and resume to the RF Careers page.

If you have any questions, call Ms. Manowitz at 718-670-4194, via **fax**: 718) 670-4161 or **e-mail**: amanowitz@qc.cuny.edu

The cover letter should be addressed to:

Amy Manowitz
BCCHE
Queens College
65-30 Kissena Blvd.
Flushing, NY 11365

BCCHE is an equal opportunity employer.

Other Duties

The individual will be assisting with many administrative aspects of the lung cancer screening program including clerical tasks, such as filing and proofreading, sending out confirmation and results letters, and requesting medical records.

This position requires working on-site (Remsen Hall, Queens College campus)

Qualifications

Qualifications:

- College student or recent graduate
- Work experience in a health care-related setting a plus