

Job Title	Technician Interviewer
PVN ID	QC-2304-005560
Category	Research
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Full Time
Annual Salary	\$40,000.00 - \$41,000.00
Hour(s) a Week	35
Closing Date	Jun 11, 2023 (Or Until Filled)

General Description

The Barry Commoner Center at Queens College is searching for a technician interviewer to work on the World Trade Center Heart Study at the Barry Commoner Center (office and remote/hybrid). She/he will assist the project coordinator with the active annual follow-up consisting of:

Technician Interviewer Responsibilities:

Contact and invite all the current WTCH participants to re-consent with them by email, mail, and phone using the Consent Form.

- Enter sensitive and confidential medical data, using FileMaker Pro database
- Perform interviews by phone for all subjects with suspected CV events, including positive report of cardiac symptoms, myocardial infarction, neurological symptoms, and/or stroke and assess incident cardiac and incident neurologic events
- Request the medical chart for abnormalities pertaining to the study after obtaining written informed consent (HIPPA form) and obtain all positive interviews, all necessary physician, hospital, or death documents as recorded

Please note: Position's starting salary is \$40K/year and may be subject to an increase to \$47K after three months based on satisfactory job performance.

Other Duties

- Liaise between hospitals and participants for medical records, including conducting discussions with physicians and nurses
- Generate reports on request for Principal Investigator and summarize findings
- Maintain study records custody
- Participate in meetings and training for databases

- Print and send the annual WTC-Heart Newsletter/ flyers

Qualifications

Minimum Qualifications

- Bachelor's degree in science, biology or related, with at least 1 year of relevant work experience in health research studies (observational or clinic)
- **Recommendation from a previous employer**
- **Responsible, punctual, and proactive**
- Excel knowledge