

<b>Job Title</b>	Technician Interviewer
<b>PVN ID</b>	QC-2310-005943
<b>Category</b>	Instruction and Social Service
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Barry Commoner Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$39,000.00 - \$47,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 27, 2023 (Or Until Filled)

## General Description

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### World Trade Center Heart Interviewer

#### 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:

#### Interviewer Responsibilities:

1. Perform interviews by phone for all participants using the File Maker platform.
2. Contact and invite all the current WTC Heart participants to re-consent with them by email, mail, and phone using the Consent Form
3. Enter sensitive and confidential medical data, using FileMaker Pro database.
4. Maintain study records custody.

## Other Duties

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1. Participate in meetings and training for databases.
2. Print and send the annual WTC-Heart Newsletter/ flyers.

## Qualifications

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### 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.