

Job Title	Research Assistant
PVN ID	QC-2311-005961
Category	Research
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Full Time
Annual Salary	\$48,000.00 - \$51,000.00
Hour(s) a Week	35
Closing Date	Feb 29, 2024 (Or Until Filled)

General Description

Barry Commoner Center for Health and the Environment (BCC)

Phone: 718-670-4180; Fax: 718-670-4189

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 and is located in Central Queens. We are seeking a research assistant for our Worker Health Protection Program, which provides free medical screening examinations to former Department of Energy (DOE) nuclear workers. The purpose of the medical screening program is to evaluate the health impact of past exposures to hazardous chemicals and radiation.

Job Description:

We are looking for a candidate to assist in administering multiple aspects of the medical screening program available to former workers at the Nevada Test Site and three DOE national laboratories in Northern California. This position will be in-person at Queens College, Flushing, NY 11367.

Responsibilities include, but not limited to:

1. Utilize telephone skills to contact former workers, encourage enrollment and to conduct in-depth interviews to review participants' medical and work histories
2. Schedule appointments and coordinate with remote medical clinics and program physicians to facilitate medical screening and follow-up
3. Review and edit medical results letters generated by program physicians
4. Conduct data entry, including entering medical data into a FileMaker database

This is an excellent opportunity for someone with a strong interest in public health, occupational and environmental health or health care.

This is a full-time positions, 35 hours per week, with some flexibility needed to accommodate working with

West Coast contacts.

Other Duties

1. Maintain participant privacy and security utilizing designated protocols
2. Participate in regularly scheduled program meetings for program planning and quality assurance purposes
3. Other duties as assigned

Qualifications

- Minimum Associates degree, preferably college graduate with excellent verbal and written communication skills, with the ability to work collaboratively and in a very organized and detail-oriented manner.
- Must be proficient in Microsoft Word and comfortable with other standard computer programs in Microsoft Office, with a willingness to learn how to work in Filemaker Pro databases.