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| <b>Job Title</b>      | Administrative Assistant       |
| <b>PVN ID</b>         | QC-2408-006394                 |
| <b>Category</b>       | Clerical/Office Services       |
| <b>Location</b>       | QUEENS COLLEGE                 |
| <b>Department</b>     | Barry Commoner Center          |
| <b>Status</b>         | Full Time                      |
| <b>Annual Salary</b>  | \$47,000.00 - \$50,000.00      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | Oct 28, 2024 (Or Until Filled) |

## General Description

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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, located in central Queens. 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.

We are seeking a candidate to carry out daily clerical and scheduling tasks of the program, with opportunity for additional responsibilities. This position will be in-person at Queens College.

## Other Duties

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Responsibilities 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 FileMaker database; file and organize digital medical results; prepare medical results and other communications for mailing to participants; maintain participant privacy and security utilizing designated protocols
3. Participate in regularly scheduled program meetings and communicate with other program staff, including program physicians, on a daily basis
4. Other office related tasks and required training as assigned

**Hours:** Full-time in person Monday through Friday (35 hours per week)

**Location:** In-person at Queens College in Flushing, New York

If you have any questions, please email Sharon Peyser at [sharon.peyser@qc.cuny.edu](mailto:sharon.peyser@qc.cuny.edu).

## Qualifications

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### **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.