
Job Title	Research Interviewer
PVN ID	QC-2506-006884
Category	Instruction and Social Service
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Full Time
Annual Salary	\$40,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	Aug 18, 2025 (Or Until Filled)

General Description

The Barry Commoner Center at Queens College is seeking a Research Interviewer to work on the World Trade Center Heart Study at the Barry Commoner Center (in-person position). The successful candidate will assist the project manager with active annual follow-up activities.

Interviewer Responsibilities

- Conduct survey interviews by phone for all participants using the FileMaker platform
- Request authorization for medical record releases when needed
- Contact current WTC Heart participants via mail to invite them to complete surveys
- Enter sensitive and confidential medical data using the FileMaker Pro database

Work Hours: Full-time in-person position (35 hours/week) from 9:00 AM to 5:00 PM with 1-hour lunch break.

Other Duties

- Maintain custody of study records
- Participate in meetings and database training sessions
- Print and distribute the annual WTC-Heart Newsletter and flyers
- Other duties as assigned

Qualifications

- Bachelor's degree in science, biology, or related field, with at least 1 year of relevant work experience in health research studies

- Strong references from previous employers
- Excellent communication skills
- Spanish proficiency preferred
- Demonstrated reliability, punctuality, teamwork, and proactive work approach
- Strong attention to detail
- Proficiency in Microsoft Excel