

Job Title	Interviewer
PVN ID	QC-2405-006265
Category	Instruction and Social Service
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Part Time
Hourly Rate	\$27.00-\$28.00
Hour(s) a Week	4.00-5.00
Closing Date	Jul 07, 2024 (Or Until Filled)

General Description

World Trade Center Heart Polish Interviewer

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The Barry Commoner Center at Queens College is seeking an Interviewer to support the staff team on the World Trade Center Heart Study at the Barry Commoner Center. They will assist the project coordinator with the active annual follow-up, which consists of:

1. Perform interviews by phone using the FileMaker platform
2. Enter sensitive and confidential medical data, using FileMaker Pro database
3. Participate in training for databases
4. Report to the study coordinator on a weekly basis the progress in monitoring the participants
5. Other duties as assigned

Work Hours: Work is Part-Time. Up to five (5) hours per week for **1 month** only.

Location: Remote.

Other Duties

Qualifications

Minimum Qualifications

- Must be fluent in Polish
- Bachelor's degree in science, biology or related preferably or equivalent in work experience (at least 1

year of general experience)

- Responsible and proactive
- Skills to speak on the phone in a concise, clear, and friendly manner
- Knowledge of Excel