

Job Title	Administrative Assistant
PVN ID	QC-2410-006486
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Full Time
Annual Salary	\$47,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Dec 02, 2024 (Or Until Filled)

General Description

The Worker Health Protection Program (WHPP), based at The Barry Commoner Center for Health and the Environment (BCCHE) at Queens College, gives free medical screening examinations to former Department of Energy (DOE) nuclear weapons production workers. The purpose of the medical surveillance program is to evaluate the impact of past exposures to hazardous chemicals and radiation. BCCHE works closely with the United Steelworkers (USW), the largest industrial union in the country. This would be an exciting project for someone with occupational health or labor interests and for those with medical career aspirations.

Other Duties

BCCHE is looking for an administrative assistant to help with a lung cancer screening program that is a component of the DOE medical surveillance program.

The individual will be assisting with all aspects of the lung cancer screening program including, but not limited to:

- Scheduling low-dose CT scan appointments for program participants
- Sending out appointment confirmation letters and registration packets
- Faxing schedules to radiology facilities
- Placing appointment reminder calls
- Entering medical data into the medical screening program database (Filemaker) and proofreading data entry
- Preparing and mailing invitation letters, reminder letters and CT scan results letters
- Requesting medical records including CT images
- Filing, scanning paperwork to program network folders, and other clerical tasks
- Participating in regularly scheduled WHPP program meetings
- Completing required training and certifications, as required

- Assisting with various follow-up and research projects, as needed.

If you have any questions, please call Ms. Manowitz at 718-670-4194 or email amanowitz@qc.cuny.edu.

Qualifications

- College graduate preferred
- Work experience in a health care-related setting preferred
- Computer literate (e.g., proficient in Microsoft Word, Excel)