

Job Title	Office Assistant
PVN ID	QC-2410-006536
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Part Time
Hourly Rate	\$21.00-\$24.00
Hour(s) a Week	10.00-19.00
Closing Date	Dec 31, 2024 (Or Until Filled)

General Description

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 a part-time office 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 part-time office assistant to handle routine clerical tasks for our medical screening program. This position is ideal for college students looking to gain experience in a professional environment while balancing their studies. The successful candidate will support daily operations by assisting on various administrative tasks. This position will be in-person at Queens College.

Responsibilities include, but not limited to:

- Print, organize and assemble routine program mailings for outreach and other participant notifications.
- Enter medical data into FileMaker database; file and organize digital medical results; maintain participant privacy and security utilizing designated protocols.
- Complete required training on data protection and security, human subject research and other topics as required.
- Assist with other office related tasks as needed.

Hours: Part-time, 10 to 19 hours per week, with flexible scheduling options during business hours.

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

Other Duties

Qualifications

- Ability to work in a very organized and detail-oriented manner to ensure accuracy and privacy protection.
- Must be comfortable with other standard computer programs in Microsoft Office with a willingness to learn how to work in Filemaker Pro databases.