
Job Title	Research Interviewer
PVN ID	QC-2510-007080
Category	Instruction and Social Service
Location	QUEENS COLLEGE
Department	Barry Commoner Center
Status	Full Time
Annual Salary	\$44,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Dec 23, 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.
- 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.

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

Other Duties

Qualifications

Minimum 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 (Please include these references in your application)
- Human Subjects Protection training preferred (e.g., CITI certification)
- Strong organizational, communication, and interpersonal skills
- Detail-oriented with the ability to manage multiple priorities
- Comfortable working both independently and in a team environment
- Demonstrated reliability, punctuality, teamwork, and proactive work approach
- Strong attention to detail
- Proficiency in Microsoft Excel
- Spanish proficiency preferred