

## UNDERGRADUATE STUDENT JOB OPPORTUNITY

- Salary: \$17/hour
- ~10-15 hours per week, Mon.-Thurs. & Sun. evenings and Sat. late-morning and afternoon, 4-6 hour shifts

# THE DEPARTMENT OF EPIDEMIOLOGY AND BIostatISTICS IS HIRING

Active Surveillance Undergraduate Administrative Assistants

### FLUENT SPANISH-SPEAKING CANDIDATES HIGHLY DESIRED

#### Project Overview:

The Active Surveillance Administrative Assistantship provides an opportunity to join an interdisciplinary team focused on tracking the impact of post-COVID conditions (long COVID) among people who have had a SARS-CoV-2 infection. This work is part of a multi-site project funded by the Centers for Disease Control and Prevention, which includes active surveillance to describe the incidence and prevalence of post-COVID conditions and factors associated with these conditions. The successful candidates will complete administrative work for the active surveillance component of the project, which includes longitudinal data collection with >1,000 patients diagnosed with SARS-CoV-2 at Temple University Health System, and will report to the Project Manager.

#### **Qualifications:**

- Excellent organizational and time management skills
- Must be detail-oriented and able to multi-task
- Must possess strong critical thinking and complex problem-solving skills
- Excellent interpersonal skills and effective oral and written English and Spanish communicator
- Excellent customer service skills and experience interacting with the public
- Proficient with MS Office Suite
- Must be able to maintain confidentiality
- Must be able to work independently
- Must be reliable and punctual

#### **Job Responsibilities:**

- Assemble active surveillance mailing packets
- Follow-up with patients involved in active surveillance
- Assist Active Surveillance Team with data entry
- Assist with validation projects as needed
- Perform additional tasks as needed

#### **RESUME AND COVER LETTER TO:**

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