

**Job Title:** Clerical Assistant  
**Location:** Brooklyn College Health Clinic (BCHC)  
**Full/Part Time:** Part-time (Student-fee funded)

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The Brooklyn College Health Clinic (BCHC) seeks a part-time Clerical Assistant to join our friendly and caring team. BCHC is a non-profit outpatient facility serving a non-traditional population of largely underinsured college students.

The Clerical Assistant will report to Associate Director of Health Clinic and will be responsible for providing administrative and customer service support. These responsibilities include:

- Retrieving and filing medical charts;
- Performing data entry, including with the Citywide Immunization Registry;
- Scanning to create archives for inactive patient charts;
- Retrieving medical reports and statistics;
- Assisting with referral systems to HHC facilities;
- Performing other clerical duties such as photocopying, picking up mail, and distributing flyers; greeting patients, answering phones and scheduling appointments;
- Other duties as assigned.

To learn more about the Brooklyn College Health Clinic, log on to:

<http://www.brooklyn.cuny.edu/pub/departments/hclinic/>.

#### **Qualifications**

- Have knowledge or experience using Microsoft Office and computerized record keeping.
- Prior experience as a Clerical Assistant, preferably in a medical setting.
- Must be able to work Mondays-Thursdays and at least 21-26 hours per week.

#### **Compensation**

\$17.64/hour, for a minimum of 21 hours, maximum of 26 hours per Monday-Thursday workweek. Health insurance benefits are available. This is a student-fee funded position, not City University of New York.

#### **How to Apply**

Interested applicants may submit letters of interest with their resumes and contact information for three references via email to [studentaffairs@brooklyn.cuny.edu](mailto:studentaffairs@brooklyn.cuny.edu).

#### **Closing Date**

Review of applications to begin immediately and will continue until filled.

EEO/AA/Vet/Disability Employer.