

EMPLOYMENT OPPORTUNITIES AT
JOAN AND SANFORD I. WEILL MEDICAL COLLEGE OF CORNELL UNIVERSITY

To apply, please contact the Human Resources Department,
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New York, NY 10021 - Phone (212) 746-1036 - Fax (212) 746-8766
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May 3, 2004

Research Nurse Specialist	Medicine/Hem-Onc	\$58,725	Performs variety of technical and administrative duties concerning specific clinical research studies: assesses patient eligibility for inclusion in specific investigational; uses knowledge of study drug (action and side affects) and protocol requirements to educate patients and staff; assists physician in preparing IRB documents; assures strict adherence to study requirements by all personnel involved with patients; arranges follow up visits with patient on an out-patient basis; performs follow up visits on hospitalized patients to assess optimal quality of care; maintains accurate records of study sponsors principal investigators analysis; ensures optimal quality of medical care for patients participating in study; participates in continuing education program; educates oncology nursing staff to new drug protocols or amendments on current protocols; performs other job related duties as required. Requirements: Current New York State registration to practice nursing required; BSN or ONS certification preferred; minimum 3 years experience in Oncology nursing and administration of chemotherapy required; strong organizational and communication skills.
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Editorial Assistant	Psychiatry	\$46,777	<p>Provides research and editorial support to Co-Chairs of Social Medicine and Public Policy Programs: researches and gathers relevant scholarly publications and research data pertaining to program and policy issues; analyzes and provides written summaries of pertinent materials; helps organize and maintain research library and files of reference articles and journals; edits reports and other documents; participates in meetings; assists directors in organizing conferences; handles expense publications and some of Co-Chairs' travel as needed; monitors grant budget; performs other duties as necessary.</p> <p>Requirements: Bachelor's degree required; Master's degree preferred; minimum 3 years of writing/editing experience required; traditional library and internet research skills required; must be proficient in MS Word, Excel, PowerPoint; excellent research, written and oral communication skills required; strong organizational and communication skills.</p>
Assistant Secretary	Administration	\$46,777	<p>Provides administrative and oversees secretarial services for the Office of Secretary: arranges, schedules, coordinates and attends meetings and events of the Board of Overseers, Executive Faculty Council (EFC) and General Faculty Council (GFC); responsible for recording, preparing and distributing meeting minutes, agendas and related documents; drafts and edits recommendations and proposals submitted to the Board, EFC and GFC; coordinates elections, prepares and distributes membership lists and annual schedule of meetings; proposes and drafts revisions to the Medical College Governance Resolution in response to administrative changes and necessities; prepares and reviews analyses of other special reports; coordinates with Office of the Secretary in Ithaca, all Board of Trustees and Executive Committee meetings; perform other job related duties as required.</p> <p>Requirements: Bachelor's degree and/or business school background with considerable administrative experience required; excellent organizational, written and verbal communication skills.</p>

Development Associate	Development	\$38,981	<p>Assists Director of Corporate and Foundation Relations in maximizing fundraising potential from institutional donors; identifies and conducts research on prospective institutional donors; prepares briefing materials for solicitation teams; researches, writes and edits proposals for institutional prospects; coordinates and oversees systems tracking deadlines for submission of proposals; ensures appropriate stewardship of all grants received; reviews changing guidelines established by institutional donors; establishes relationships and outreach activities with faculty, administrators and institutional donors; performs other job related duties as required.</p> <p>Requirements: Bachelor's degree and minimum 3 years experience in Development, preferably in an academic/medical or capital campaign setting required; must be familiar with general principles of development and have excellent knowledge of PC software; excellent organizational, written and oral communication skills.</p>
Sr. Ophthalmic Technician	Ophthalmology	\$38,981	<p>Performs administrative and patient care activities in the Laser Vision Center and one private practice: coordinates physician and technical training to obtain VISX and SUNRISE laser certification; performs ophthalmic assistant activities including tonometry, applanation and schiotz, visual fields, contact lens fitting, etc.; provides patient information regarding procedures and post-operative care; processes all paperwork involved with clinical trials; orders all supplies and equipment; initiates all calls for equipment maintenance and repairs; reconciles all expenses on Excel spreadsheets; coordinates patient medical charts, obtains all necessary clinical information; performs other job related duties as required.</p> <p>Requirements: Bachelor's degree required; JCAPHPO Certified Ophthalmic Technician with a minimum of 5 years prior technical and management experience required; prior knowledge and experience with computer hardware and software programs required; strong organizational and communication skills.</p>

Nuclear Technologist	Medicine/Cardiology	\$38,981	<p>Performs technologist duties in Nuclear Cardiology Lab: performs and ensures quality control analysis and standardization procedures for all instruments within an assigned area; participates in modification of procedures; keeps up to date on all instrument user manuals in order to identify and correct problems; keeps a service manual with details for each instrument; lists problems and solutions and notifies chief technician of their occurrence; greets patients, reviews test procedures with patients and answers their questions; injects patients with resting medication doses; monitors daily the incomplete exam list to verify exam closure in Cerner; performs all image processing; assists in scheduling of daily and weekend rotations ensuring adequate coverage at all times; performs other job related duties as required.</p> <p>Requirements: Registered Nuclear Medicine Technologist with strong interest in Nuclear Cardiology required; minimum 4 years of progressive related work experience required; strong organizational and communication skills.</p>
Research Specialist	Medicine/Hem-Onc	\$38,981	<p>Performs various research activities in molecular and cellular biology: designs and carries out experiments; processes and presents data; operates tissue culture; responsible for maintenance of cultures and cell bank; responsible for lab purchasing and inventory of reagents.</p> <p>Requirements: Bachelor's degree required; Master's degree preferred; 5+ years of lab/research experience required; knowledge of molecular biology and biochemistry techniques required; strong organizational and communication skills.</p>

Sr. Medical Secretary	CT Surgery	\$33,898	<p>Provides administrative, clinical and personal secretarial support to surgeons in Division: obtains pre-certification and referrals for all new patient visits, testing and surgeries prior to their visit; obtains all insurance and demographic information; schedules all patients for new patient office visits, hospital transfers, pre-operating testing, etc.; verifies all patient's insurance information; retrieves, edits, copies and mails all medical dictations; insures that all appropriate accounts payable are submitted to Administration in a timely manner; assists with applications, grant/paper submissions, manuscripts, etc.; orders supplies; performs other duties as required.</p> <p>Requirements: High School diploma required; some college preferred; minimum 2 years related administrative/secretarial work experience required; knowledge of computers (MS Word, Excel) necessary; experience using IDXtend preferred; strong organizational and communication skills.</p>
Sr. Medical Secretary	Surgery	\$33,898	<p>Performs patient care, billing and secretarial duties for Department of Surgery/Burn Center: answers and screens telephone calls; registers patients through IDX system; obtains demographic and insurance information; schedules appointments, laboratory tests, x-rays; arranges for hospital admissions, surgery; ensures compliance with governmental and WMC/HYPH regulations; maintains physician calendars; makes travel arrangements for conferences; monitors and maintains records of surgery ward cases; generates weekly reports; performs other duties as required.</p> <p>Requirements: High School diploma required; minimum 2 years related office experience required; knowledge of medical terminology and word processing necessary; strong organizational and communication skills.</p>

Sr. Medical Secretary

Neurological Surgery

\$33,898

Facilitates day to day operations and affairs of Vice Chairman's office; oversees development and maintenance of calendar of events; resolves complex scheduling issues and problems; coordinates travel arrangements and itineraries for meetings, speaking and college related engagements; creates, prepares and distributes marketing materials; works closely with Vice-Chairman in production of manuscripts, book chapters, journal articles, abstracts and grant proposals; develops and prepares related reports and statistical data; collects patient history and diagnostic information; maintains patient records and updates demographic and billing information in IDX system; provides phone coverage; maintains heavy communication with patients, physicians and other faculty and staff regarding patient care and administrative responsibilities; reviews charts and other paperwork for accuracy and thoroughness; performs other job related duties as required. **Requirements:** High School diploma required; Bachelor's degree preferred; minimum 4 years of administrative experience working in a medical setting required; working knowledge of MS Word, Excel and PowerPoint required; knowledge of IDXtend preferred; knowledge of medical terminology and experience with physician billing required; strong organizational communication and interpersonal skills.

Administrative Secretary	Dermatology	\$33,898	<p>Provides administrative and secretarial support which includes creating and/or typing correspondence to physicians, patients and other departments; facilitates dictation and transcription of patient's medical information; ensures patient's charts are organized and completed; obtains patient billing and insurance information; screens telephone calls; maintains personal and professional calendars; processes timesheets and inputs payroll information into FRS; performs other job related duties as required.</p> <p>Requirements: High School diploma required; Bachelor's degree preferred; minimum 3 years experience working in a medical office practice, preferably in an academic medical center environment required; working knowledge of computers/word processing, spreadsheet and presentation software required; excellent organizational, written and verbal communication skills.</p>
Research Aide (Part Time 28 hrs/wk)	Neurology	\$16.13/hr	<p>Coordinates clinical trials of investigational drugs concerning Multiple Sclerosis and other diseases. Provides administrative and secretarial services for the physician: performs patient recruitment and enrollment activities for pharmaceutical company sponsored studies; schedules study subjects for a variety of clinical examinations, brain MRI's and laboratory tests; drafts study patient consent forms for review and approval by Principal Investigator and IRB office; performs clinical technical procedures (takes blood pressure, labels urine specimens, reports adverse drug reactions); prepares IRB proposals; reviews clinical charts and compiles laboratory and clinical data; obtains referrals from HMO's; arranges home infusions for patients; performs other job related duties as required.</p> <p>Requirements: Bachelor's degree and prior related administrative experience required; knowledge of computers/word processing and database applications required; medical terminology preferred; strong organizational and communication skills.</p>

Research Aide	Psychiatry	\$29,478	<p>Maintains and reviews patient records to ensure completeness and adherence to study protocols; schedules appointments; recruits subjects for various treatment studies of depressive disorders; attends team meetings to gather and present information; performs other job related duties as required.</p> <p>Requirements: Bachelor's degree and prior related work experience in a medical setting required; strong organizational and communication skills.</p>
Research Technician I	Pathology	\$29,478	<p>Performs research involving tissue procurement, isolation of cells and tissue for staining and analysis by flow cytometry and immunohistochemical analyses of frozen and paraffin tissue sections; oversees and coordinates tissue bank activities; isolates and sorts cells by flow cytometric analysis; performs RNA integrity analysis; maintains tissue and cell bank freezers; performs literature searches, word processing, database and graphics to maintain records, reports and statistics; maintains Quality Assurance/quality control records; orders supplies; performs other related duties as required.</p> <p>Requirements: Bachelor's degree in Biology or Chemistry required; knowledge of MS Word and Excel necessary; strong organizational and communication skills.</p>
Research Technician I	Pediatrics/Hem-Onc	\$29,478	<p>Provides laboratory technical support for the Department: performs a regimen of laboratory tests; complies/analyzes data; conducts library searches, data management and prepares statistical reports; conducts drug studies in animals; determines drug concentration in serum and culture supernatants using HPLC; performs other job related duties as required.</p> <p>Requirements: Bachelor's degree with background in biological sciences and previous work experience working in a laboratory setting required; experience with HPLC, tissue culture and animals required; working knowledge of PC and MAC computers, MS Word, Excel, Word Perfect necessary; strong organizational and communication skills.</p>

Sr. Clerk

Genetic Medicine

\$26,812

Provides clerical support to administrative staff in Division: pulls and files patient office charts; sets up conference room for meetings; photocopies administrative materials, medical records, billing records and editorial materials; retrieves journal articles using online search engines; keeps coffee room/kitchen and patient waiting room neat; moves, computers, boxes and office equipment; performs other job related duties as required.

Requirements: High School diploma and prior clerical experience required; basic knowledge of computers (Word, Excel) necessary; strong written and oral communication skills.

Note: Must have physical ability/flexibility to pick up and move moderately heavy objects.

Responsible for overall management and support of the Distributed eLibrary's Millennium system and its integration with other library applications: Develops Weill Cornell Medical College Qatar library knowledge portal system; integrates all available online learning delivery platforms, testing and assessment, collaboration tools and online library resources into a single portal interface with a single LDAP authentication; oversees professional development of library Web site; provides leadership for development of a user-created metadata infrastructure and local standards; ensures interoperability of metadata and online support for digital projects, specialized collections, licensed resources and selected websites; evaluates evolving standards and technologies and develops internal policies and procedures to optimize quality and accessibility to data; develops user-centered approaches to information management and organization of knowledge assets; performs other related duties as required.

Requirements: ALA accredited MLS or Masters in Computer Science with at least 5 years of experience with a range of protocols supporting development of digital libraries required; understanding of metadata harvesting, crosswalks, Dublin Core, XML and open URL necessary; experience in Web authoring using Java script, HTML, PHP, ASP and PERL required; experience in database development using ORACLE, SQL and DMBS required; familiarity with OS X and desktop publishing applications, knowledge on UNIX operating system and WAN/LAN theory and protocols required; experience producing statistical reports and data analysis using Crystal Reports required; strong organizational and communication skills.

Information and Reference Technician –Qatar	WCMC-Qatar	\$33,898	<p>Responsible for intercepting problems requiring informational or technical solution; performs triage for reference service in Reading Room or over the Internet; supervises the Reading Room and interacts with patrons either face to face or through a variety of media; assesses network/hardware problems and either troubleshoots them or refers them to the IT Help Desk; as a member of IAS Team, discusses and makes recommendations for resolution of operational problems; provides circulation service to Reading Room patrons; performs other duties as required.</p> <p>Requirements: Library Technician’s diploma or the equivalent in education or experience required; knowledge of the use of library reference resources is essential; knowledge and experience with a variety of computer hardware and software required; strong organizational and communication skills.</p> <p>Note: Evening and weekend hours required</p>
Administrative Secretary-Qatar	WCMC-Qatar	\$29,478	<p>Organizes the office; develops and maintains a filing system; provides word-processing, spreadsheet and presentation software services; screens, logs and prioritizes incoming mail, e-mail, telephone messages and appointments; maintains schedules and composes draft correspondence; arranges and organizes meetings, prepares materials, records and transcribes minutes of meetings; performs other duties as required.</p> <p>Requirements: College degree or equivalent with minimum 3 years of related administrative experience, preferably in a service-oriented environment required; experience with cross-cultural working environment preferred; proficiency in word-processing, spreadsheets and presentation software necessary; knowledge of Arabic desirable; strong organizational and communication skills.</p>

Billing Supervisor

Radiology

\$39,191

Supervises daily activities of Division's billing staff at both the Stich (68th St) and Arnold Center (Queens) locations and performs all routine duties of an Account Representative: performs personnel management functions that include day to day assignment of tasks to staff, training and evaluating new staff, approving payroll record and making recommendations for hiring; develops and maintains accurate charge capture and charge entry systems; develops and recommends policies and procedures to assure that various billing systems are maintained and staff is utilized efficiently; maintains up-do-date knowledge of third-party billing regulations; coordinates the managed care enrollment process by analyzing contracts, completing applications; prepares documents for recredentialing; prepares a variety of weekly, monthly and yearly management reports for Chairman; oversees performance of chart audit process; performs other duties as requested.

Requirements: High School diploma required; college degree preferred; minimum 4 years of billing/auditing experience required; supervisory experience highly desirable; knowledge of computerized billing (preferably IDX), third party billing regulations, Medicare, Medicaid and Managed Care required; excellent organizational and communication skills.

Development Associate

Development

\$38,981

Partners with and assists Major Gifts Officer in planning and executing fund-raising programs for capital campaign, annual and departmental funding priorities; meets with volunteers and faculty members to discuss fundraising prospects and plan strategies; identifies and researches donor prospects; staffs special fundraising committees; drafts materials for donors including proposals, budgets, special acknowledgments, etc.; coordinates various events including cultivation and stewardship events for donors and families; maintains active knowledge of gift acceptance policies of Development Office; provides customer service to donors and VIPs who use the medical center; manages temp employees, interns and students; performs other job related duties as required.

Requirements: Bachelor's degree and minimum 2 years experience in fundraising, preferably in an academic/medical or capital campaign setting required; proficiency in computers (Windows 2000 as well as fundraising software applications, e.g. Raiser's Edge, Benefactor, etc) required; familiarity with general principles of development necessary; strong organizational and oral and written communication skills.

Financial Analyst II

RASP/Executive Office

\$58,725

Plans, directs and controls financial affairs for all areas of Division: analyzes, develops, designs and implements administrative systems for Division's scientific bench research, clinical research, inpatient and outpatient units; analyzes budgets for grants and contracts; responsible for identification and preparation of appropriate narrative, financial and other documentation for governmental, industry-based and private funding initiative; travels to Haiti, Brazil and international sites to work with financial counterparts at GHESKIO, FIOCRUZ, UFBA and other collaborating institutions; assists in financial training of personnel at international collaborative sites; manages annual and operating budgets of divisional units with food balances, including FFP professional fee billing, education, research, administration and donations; oversees activities related to maintenance, design and organization of Division's faculty; serves as liaison with NYH Health Center Network facility personnel, architects, and others as necessary to maintain and/or redesign space; performs other job related duties as required.

Requirements: Bachelor's degree required; MBA preferred; minimum 5 years experience in financial analysis required; health care management background preferred; prior clinical and research experience preferred; substantial experience in computer systems development and financial modeling required; strong organizational and communication skills.