

Opportunity Title: Health Administrative Support
Opportunity Reference Code: ORAU-COVID-19-5

Organization ORAU

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Description Oak Ridge Associated Universities (ORAU) is seeking exceptional candidates for Health Administrative positions. As the candidate of choice, you will join an interdisciplinary team dedicated to reducing the spread of COVID-19. This immediate short-term, full-time or part-time employment will provide the essential role of managing our regional community's exposure to COVID-19 during the national emergency.

ORAU is a non-profit organization that provides innovative scientific and technical solutions for over 20 federal agencies and national laboratories to advance national priorities in science, health and education. We do this through our specialized teams of experts and a consortium of more than 100 universities. Currently, we are recruiting expertise to help solve the nation's most critical issue, COVID-19.


*This is a forecasted position, and is contingent upon both contract award, and successful completion of all ORAU pre-employment requirements.


Responsibilities:

- Provide various administrative support functions in a fast-paced environment
- Utilize health care record databases and clinical information systems
- Notify appropriate personnel when equipment needs to be replaced/repaired
- Assist clinical staff as needed

Qualifications **Qualifications:**



- Must be at least 18 years of age
- Demonstrated experience in a clerical or customer service related position
- Experience working with the public (restaurant servers, retail, etc.)
- Healthcare experience is preferred but not required
- Ability to understand and follow basic instructions and guidelines
- Excellent interpersonal and communication skills
- Required to wear provided Personal Protective Equipment while performing specific tasks
- Ability to pass a drug screen
- U.S. citizen or legal resident


ORAU Pathfinder



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
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Location:

- Various locations nationwide
- Must have reliable transportation

For questions email brian.rose@orau.org. Please include the reference code in the subject line.

**Eligibility
Requirements**

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** High School Diploma/GED, Associate's Degree, Bachelor's Degree, Master's Degree, or Doctoral Degree.
- **Discipline(s):**
 - **Business** (11 )
 - **Chemistry and Materials Sciences** (12 )
 - **Communications and Graphics Design** (6 )
 - **Computer, Information, and Data Sciences** (16 )
 - **Earth and Geosciences** (21 )
 - **Engineering** (27 )
 - **Environmental and Marine Sciences** (14 )
 - **Life Health and Medical Sciences** (45 )
 - **Mathematics and Statistics** (10 )
 - **Other Non-Science & Engineering** (13 )
 - **Physics** (16 )
 - **Science & Engineering-related** (1 )
 - **Social and Behavioral Sciences** (28 )

Affirmation I confirm that I meet the eligibility criteria as described in the opportunity posting.

ORAU is an Equal Opportunity Employer (**EOE AA M/F/Vet/Disability**); visit the [ORAU website](#) for required employment notices.