Position Overview:
The Child Study Center (CSC) at NYU Langone Medical Center offers psychiatric and neuropsychological evaluations as well as a wide variety of services and treatment options by expert faculty. The CSC is looking for dedicated volunteers to assist with an array of projects that span both administrative needs while providing some clinical exposure.

The hours for this position are Monday-Friday and vary based on need. This is an unpaid volunteer position very suitable a student or someone with an interest in mental health.

Responsibilities:
- Assisting clinicians with special projects including presentations, mailings, etc.
- Provide a range of office support services
- Scoring clinical questionnaires
- Helping the clinical support staff with per diem needs

Requirements and expectations:
- Demonstrated customer service and good verbal communication skills
- Commitment of no less than 4 months
- Extremely reliable, organized, and ability to easily multi-task

Application Instructions:
Please email your current resume to Mara Baldwin at Mara.Baldwin@nyumc.org and specify “Volunteer – Clinical Admin Team” in the subject line.

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