

### **Part-time Program Assistant Position**

The Northeast Regional Cancer Institute seeks a Part-time Program Assistant position (15-20 hours per week). Position requirements include office based work communicating with clients by phone and accurately documenting results.

Candidates should be detail oriented, have strong oral and written communication skills, and be able to handle multiple tasks and prioritize to meet deadlines and goals. Computer experience required. Knowledge of medical terminology and professional/community based resources a plus.

Resumes can be sent to [education@cancernepa.com](mailto:education@cancernepa.com) or via post to: Northeast Regional Cancer Institute, 334 Jefferson Avenue, Scranton PA 18510 ATTN: Human Resources