

Part-Time Student Job: Clerical Assistant Dynamic Compression Sector Argonne National Laboratory Lemont, IL



WASHINGTON STATE
UNIVERSITY

The Dynamic Compression Sector (DCS) – Washington State University at the Argonne National Laboratory, Lemont, IL, seeks a highly motivated and capable Clerical Assistant to support a fast-paced, professional office setting in the areas of general office duties and administrative operations related to managing user experiments at the DCS. Wage is \$18.00 per hour. Part-time, 15-20 hours per week.

Duties:

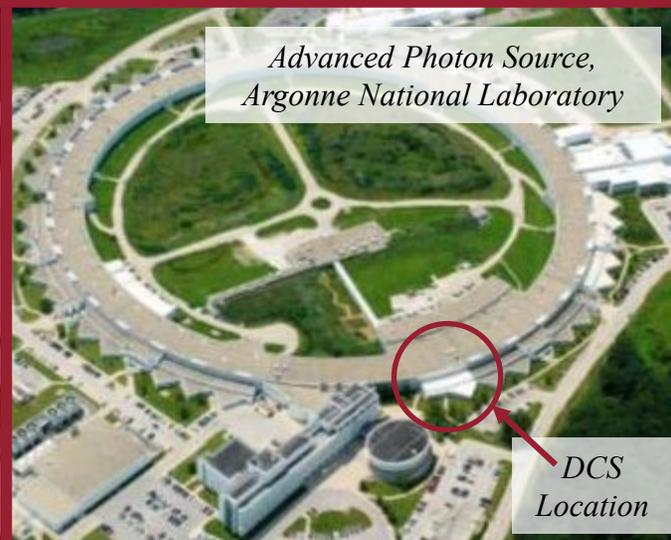
- Manage user operations from the submission of the research proposal for experimental time through post-experiment activities and reporting operational metrics to external sponsors.
- Interact with internal and external constituencies, often on complex and confidential issues.
- Complete special projects as determined by the administrative staff.

Qualifications:

- Organized, outstanding professionalism, detail-oriented, dependable, and able to work independently with good oral and written communication skills.
- Must have strong skills in using MS Office applications, such as Excel, PowerPoint, and Word.
- Ideally, this position will be filled by an undergraduate student with a major in Accounting, Finance, Business Administration, Business Management and/or Communications.

Apply:

Submit a cover letter, resume, and contact information for three professional references to Erin Doyle via email: dcs.admin@wsu.edu.



ABOUT THE DCS

The Dynamic Compression Sector (DCS) is a first-of-a-kind facility dedicated to dynamic compression science. Washington State University operates the DCS at the Advanced Photon Source (APS), Argonne National Laboratory, Lemont, Illinois. The DCS offers user opportunities to pursue fundamental science not possible at any other synchrotron facilities to date.

More information visit dcs-aps.wsu.edu

