

We have a part time position that will become available in June. I am reaching out to you hoping that you may be able to recommend some names.

The work location is Shell Technology Center Houston (3333 Highway 6 South, Houston). The responsibility of this student is to maintain the Analytical Chemistry SharePoint page. The work hour is about 8-10 hours per week, and the work schedule is flexible (as long as it's within the typical work hours of Monday – Friday).

The IT skill requirements are the person need to be familiar with Microsoft Office programs, and most importantly, willing to learn and not be afraid of computer work. Good organization and communication skills are required. It's ok that the candidate does not know SharePoint as there are plenty of on-line learning material. Chemistry major is a plus but not required. The student needs to have own transportation to our office.

We typically hire a student who is in the sophomore year with the idea that if the performance is satisfactory it can be extended for another year.

Smita Edulji will be the hiring manager and I will be the main contact for this position.

Thanks in advance for any help.

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