

COOPERATIVE EDUCATION POSITION AVAILABLE

The Leadership Institute at Argonne National Laboratory is looking for a part-time student in information technology beginning immediately. This individual will assist Institute staff in working with information by creating databases, analyses, and graphics.

Requirements:

- Be enrolled in an undergraduate degree program in an IT, computer science, or related field
- Interest in business analytics
- A minimum of sophomore standing

Scope of work duties will include but not limited to the following:

- Combine information from multiple sources into a single spreadsheet or database
- Perform basic statistical analysis on the information
- Create persuasive graphical representations of the analysis and summary descriptions
- Assist in supporting new uses of software such as LinkedIn and Microsoft Dynamics

Other desirable attributes include:

- Excellent interpersonal and communication skills
- Good understanding of basic statistics
- Familiarity with Microsoft Office, LinkedIn, and Microsoft Dynamics

Requirements for the Co-op Program: Grade point average of at least 2.8 on a 4.0 scale; U.S. citizen or Legal Permanent Resident; enrolled full-time in a U.S. college or university. Laboratory policy requires that at the time of employment, prospective employees pass a physical examination, which includes drug and alcohol testing, performed by the Laboratory's Medical Division at no cost to the prospective employee. A satisfactory background investigation is also required.

Hours: Students must commit at least one year of work which includes 19 hours per week while classes are in session, and full-time during summer and academic breaks, with some adjustments for final exams or major academic project work.

Contact: Please send résumé and letter of reference to Lisa Reed at lisareed.anl.gov. For information on the Co-op Program visit our website at www.anl.gov/education.