

HELP DESK SUPPORT TECHNICIAN

TEMPORARY, PART-TIME POSITION

\$15.00 per Hour

OPEN FEBRUARY 12, 2008

Dow Pharmaceutical Sciences, Inc. is seeking a temporary, part-time Help Desk Support Technician to assist us in rolling out MS Office 2003 for 170 + users. This is a 4 to 6 month assignment to be based out of our Petaluma office.

The Help Desk Support Technician will be responsible for assisting with the MS Office 2003 rollout to involve testing, installing, training and support. Develop and maintain Windows training materials and systems documentation for educating end users. Troubleshoot and resolve hardware or software problems

The qualified candidate must have knowledge of Windows XP and be proficient in MS Office 2003. Must have help-desk support experience, a strong technical aptitude and ability to effectively problem solve and communicate with users.

Dow Pharmaceutical Sciences, Inc. is a dynamic and growing independent contract drug development and consulting company specializing in dermatologic, ophthalmic, and other topical products. We currently have 170 + employees and three locations in the Bay Area. Our main facility is located in Petaluma, CA and we have offices in Redwood City and Vallejo. For more information about our company please visit our website at: www.dowpharmsci.com.

The Human Resources Department can be reached at hr@dowpharmsci.com