



Example of Technical Writer Intern Job Description

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Our company is looking for a technical writer intern. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for technical writer intern

- Defining terminology and reviewing user interface texts
- Language-editing texts written by non-native English-speaking Developers
- Shadow peered Technical Writer (mentor) during product release meetings and in communication with project team members
- Assist mentor by reviewing authored content to learn content structure
- Author functionality and feature content as assigned by mentor
- Interview/communicate with Subject Matter Experts under the guidance of mentor
- Seeking students seeking Professional Writing/Technical Degree or related field of study
- Understanding of the audience analysis process for document purpose/focus
- Ability to communicate with technical resources to collect information for documentation
- Proficient in the use of word processing and presentation tools (ex

Qualifications for technical writer intern

- Familiarity with Web/XML messages
- Able to quickly learn new concepts, tools and software
- Student in a Sophomore standing or greater working towards a Bachelor's degree in Industrial Engineering, Technical Writing, Sales/Marketing, Business Administration or related field
- Willing to travel or relocate to McConnellsburg, PA
- Familiarity with Adobe Photoshop Elements and Adobe Acrobat

