



Example of Technical Writer Intern Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a technical writer intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for technical writer intern

- Writes and revises development documentation in compliance with DHS SELC standards
- Develops and communicates standards, organization, style guides, and tools and content for technical documentation
- Responsible some administrative tasks, such as taking meeting minutes, scheduling meeting spaces and conference bridges, and keeping the document repository site up-to-date
- Support the technical communications team through various other duties as assigned
- Perform writing assignments to document standard development requirements and processes based on the development lifecycle
- Work within strict timelines for deliveries
- Use Fogbugz and work with Documentation team QA staff to triage cases and manage user feedback
- Have experience with and understanding of programming in C#
- You are currently studying at University looking for a placement year OR you will be graduating in 2018
- Enjoy writing about what you know or have found out

Qualifications for technical writer intern

- Pursuing Bachelor's degree from an accredited education institution in

- Must be able to coordinate meeting room assignment and set up, and/or teleconference requirements
- Create, edit and proofread technical documents including engineering specifications, submittals, and white papers
- Excellent grammar and writing mechanics
- The ability to work with minimal supervision through self-direction and self-motivation
- Willingness to provide constructive criticism