Title: Technical Writer

Pay Scale Group: 17

Essential Function

Under general supervision from a designated administrator, write and/or edit technical training materials in print and electronic form for a University unit.

Characteristic Duties

- Write and/or edit reports, brochures, manuals, etc., for internal and external users in print and electronic form. Research topics in the field and consult internally to develop and verify information.

- Ensure communications are organized, clear, and consistent and meet style standards. Determine the use of graphics that support written text.

- Analyze technical communication and training needs of the unit. Develop materials for target audiences.

- Assist unit in identifying best practices and developing work processes. Make communications recommendations and implement them.

- Support administrator for reports and presentations. May coordinate production and distribution of materials.

- Keep abreast of current University, federal, state and local regulations and their impact on the unit’s operations. Modify existing documents and training materials to incorporate new information.

- Serve as member on various committees and act as liaison to other University units, as well as external entities, to facilitate communication of technical and regulatory information.

- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in English, Communications or a related field with experience in technical writing. Experience must include at least one (1) year supervision.

Last updated: March 2003