# Agriculture Information Technology

## Technical Writer – Support Services Team

### Job Responsibilities / Expectations / General Skills

Send resume and cover letter to: rprodrig@purdue.edu

#### Student Technical Writer Expectations

1. Must be available to work 10 to 20 hours per week.
2. Must be able to balance time between short-term and long-term projects (sometimes spanning many weeks).
3. Must understand that work being completed in this student position is “real” and will be utilized by college faculty, staff, and end-users.
4. Must be comfortable with communicating and working with staff and users throughout the knowledge creation process.
5. Should be willing to help in identifying efficiencies, providing input, and continuing to develop the knowledge creation process.

#### Student – AgIT Expectations

1. AgIT staff making use of this position should make every effort to bring the tech writer in on the projects as early as possible in the project life cycle.
2. If it is not possible for a tech writer to be brought in from the beginning of the project, they should be provided with a guide/mentor as a resource for project work.

#### Attendance

1. It is important to establish reliable working habits:
   * Once established, keep to the agreed work schedule as closely as possible.
   * Be available to work 10 to 20 hours per week.
2. Sign in and Sign Out daily.
3. Update time card daily and turn in on time.

#### General Skills

1. Ability to communication and interact regularly with team members, other staff, and users to obtain needed information, or clarification, to allow the completion of knowledge projects in a timely manner.
2. Ability to understand and adhere to a style guide; Pick up and continue on projects from the previous position holder.
3. Ability to work in a team environment with other tech writers.

#### Requirements and Recommendations

1. Must be able to write formal documentation.
2. Must be proficient with Microsoft Word and other Office products.
3. Must be able interact with other staff not in the tech writer position (e.g. Subject Matter Experts, or SMEs).
4. Experience in writing of technical documentation preferred.
5. Image manipulation experience preferred (i.e. Screenshots, Photoshop, SnagIt).
6. Recommend course completion:
   * + English 306
     + English 424
     + English 488 (Optional)
     + Junior level classes