

Technical Writer Intern

We're searching for a technical writer intern to join our team and help take IHDA services to new heights. As an ideal candidate, you have proven experience or related education in a highly technical field, such as software development, computer science, or engineering. Your ability to evaluate and analyze complex information is second to none, and you have a natural desire to help people understand things that are hard to understand.

Responsibilities:

- Develop comprehensive documentation that meets organizational standards.
- Obtain a deep understanding of products and services to translate complex product information into simple, polished, and engaging content
- Write user-friendly content that meets the needs of the target audience, turning insights language that sets our users up for success
- Evaluate current content and develop innovative approaches for improvement
- Research, outline, write, and edit new and existing content, working closely with various departments to understand project requirements
- Independently gather information from subject matter experts to develop, organize, and write procedure manuals, technical specifications, and process documentation
- Work with IT teams to identify all documentation repositories, revise and edit, and determine the best solution for data compilation and centralized storage
- Research, create, and maintain information architecture templates that uphold organizational and legal standards, and allow for easy data migration

Experience:

- Junior or Senior in a Bachelor's degree in relevant technical field
- Proven ability to quickly learn and understand complex topics
- Previous experience writing documentation and procedural materials for multiple audiences
- Superior written and verbal communication skills, with a keen eye for detail

Preferred Qualifications

- Firm understanding of the systems development life cycle (SDLC)
- Previous software development experience
- Experience using XML tools to create documentation

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccld=19000101_000001&jobId=438849&source=CC2&lang=en_US

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