

Technical Writer, Associate  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=232495>

Downloaded On: May. 8, 2024 1:21pm

Posted Mar. 7, 2024, set to expire Jun. 30, 2024

**Job Title** Technical Writer, Associate  
**Department** District Wide  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Mar. 7, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Technical Writer, Associate**

**San Diego Community College District**

**Closing Date:**

**Position Number:**

**Location:** District Wide

**Position Type:**

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San Diego Community College District

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**The Position:**

Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Technical Writer, Associate

Location: District Wide

**Pay Information**

Click [here](#) for the hourly pay rate.

If you would like to open the link in a different tab or window, right click and select the option.

Bargaining Unit AFT - NANCE Range (na) Department District Wide The Position Under the direction of an assigned supervisor, research, develop, and write grants, contracts, proposals, and reports in accordance with specific instructions and requirements; provide rough draft, revisions, and final copy.

**Major Responsibilities**

- Develop and write grants, contracts, proposals, and reports.
- Interview subject experts and perform research to become familiar with project.
- Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- Provide rough draft, revisions, and final copy.
- Maintain records and files of work and revisions.
- Edit, standardize, or make changes to material prepared by other writers.
- Assist in laying out material for publication.

**Qualifications**

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Knowledge of technical writing procedures and techniques; interviewing techniques; record-keeping techniques; and correct English usage, grammar, spelling, punctuation and vocabulary. Ability to develop, write, and edit a wide variety of technical documents; communicate effectively with staff and project participants; establish and maintain effective working relationships with others; demonstrate interpersonal skills using tact, patience, and courtesy. Experience in technical writing and/or writing for an educational institution.

### **Desired Qualifications**

**Commitment to Diversity:** All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Working Conditions Varies by assignment.

### **Special Instructions to Applicants:**

Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment); AND
- Present original documents for proof of eligibility to work in the United States.

Posting Number: NC00357

### **Major Responsibilities:**

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**Desired Qualifications:**

**Licenses:**

**Pay Information:**

Click [here](#) for the hourly pay rate.

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**To apply, visit:** <https://www.sdccdjobs.com>

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

District Wide

San Diego Community College District

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