

Student Employee Job Description

650 LCDI_____

Supervisor: Joseph Williams

Department: LCDI

Position Type: Federal Work-Study Program __X__ Part-Time Student Employment __X__

Job #: 650 LCDI

Job Level: 2

Pay Rate: \$10.98

Standard Job Title: Student Employee Level 2

Posted Job Title: Technical Writer for The Senator Patrick Leahy Center for Digital Investigation (LCDI)

Job Description: The position provides an opportunity to draft key business documents that support LCDI. The selected candidate will work with LCDI employees to review, edit and format project reports, publications, tutorials and other written media.

- Reviews content of technical documentation for quality.
- Work with LCDI Digital Forensics Assistant employees to produces technical illustrations for presentations and/or publication.
- Ensures that documents follow the style laid out in Champlain College and LCDI's style guides.
- Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses, with direction from the LCDI Project Manager.
- Ensures content is of high quality and conforms to standards.
- Ability to work independently, with minimal supervision

Required Qualifications:

- Strong ability to draft and edit documents.
- A passing grade of "A" in a professional writing course.
- Experience in preparing online and print documentation for users of software products a plus.

How to Apply: Interested applicants should complete an application online: <http://bit.ly/LCDIapplication>

Approximate Hours per Week: ~6/8 hr/week

Job Location: Miller Center at Lakeside Avenue Campus

Qualified candidates will also be expected to attend a mandatory LCDI Town Hall and staff one LCDI event (i.e. Open Houses, Tech Jam, etc). In order to successfully accomplish the goals of this position, it may be necessary for the student to adjust his/her schedule to accommodate meetings with team members (i.e. monthly training and/or meetings).