

Job Description

Position Title: Graduate Hourly – Editor / Technical Writer (Part-Time)

Organization Name: Illinois Fire Service Institute

Organization Code: 305000

Position #: U51175 Payroll Suffix Varies

Primary Position Function/Summary:

The IFSI eLearning Technical Writer / Editor position reports to the eLearning Program Director. Qualified candidates will be responsible for editing eLearning content that may include the following, course text, text for audio recording, electronic eLearning presentations, internet audio script files, CD-ROMs, and DVD's quality assurance, online webpage classroom editing and quality assurance and electronic quiz and examination question review. In addition, responsibilities may include working with Subject Matter Experts (SME's) as a ghost writer to create draft technical documents, scripts and correlate instructional content with text books or other IFSI instructional materials.

Major Duties and Responsibilities:

- Assist Subject Matter Expert's in the preferred methods writing for different eLearning delivery formats
- Prepare, rewrite and edit copy to improve readability, or supervise others who do this work
- Read copy or proof to detect and correct errors in spelling, punctuation, and syntax
- Assist with the storyboard of text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles for online presentations
- Assist the Audio Recording Specialist with writing and editing of recording content
- Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements of the Illinois Fire Service Institute
- Work with the IFSI Curriculum office to verify and correlate learning content across IFSI programs
- Document facts, dates, statistics and copyright information
- Review and approve proofs submitted by the eLearning Director or Lead Developer
- Develop or edit templates for documents

Education:

- Required: Baccalaureate English, Technical Writing, Journalism or Communications

Experience:

- Required:
 - Proven writing skills
 - Command of the English language (written, spoken)
 - Superb communication skills
 - Experience in document editing
 - Creative writing skills
 - Planning and organizational skills
 - Ability to work as a team
- Preferred:
 - Experience working with computer software such as Microsoft Office
 - Research Skills
 - Web Design