

DOCUMENTATION ASSISTANT*

Function of Job:

Under general supervision of designated supervisor, to provide support in the design, production, evaluation, maintenance, review, and cataloging of all documents created by a Computing Services Unit or other appropriate campus department.

Characteristic Duties and Responsibilities:

1. Contribute to the design and development of document models and specifications.
2. Perform preliminary copyediting.
3. Apply established document models to source materials to produce both draft and finished documents.
4. Coordinate and expedite print production both in-house and with outside vendors.
5. Maintain inventory levels of both printed training documentation and printing supplies.
6. Maintain knowledge of current desktop publishing, illustration, word processing and spreadsheet software; learn new software, as necessary.
7. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school graduation with at least three years of desktop publishing experience.
2. Good writing and editing skills.
3. Sufficient technical knowledge to copyedit written materials for terminology and standards.

11/19/91

System Approval

11/19/91

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised - Original approved 11/19/91.