

TECHNICAL WRITER/EDITOR

Function of Job:

Under general supervision of designated supervisor, to gather, analyze, compose, and/or edit technical/scientific information, which may involve research into available literature and/or translation of scientific/technical documents from foreign language(s) to English.

Characteristic Duties and Responsibilities:

1. Edit technical/scientific papers and proposals.
2. Translate technical/scientific documents from foreign language to English.
3. Conduct research of technical literature available.
4. Prepare descriptive copy of technical/scientific data for preparation of various materials.
5. Coordinate with and advise other personnel engaged in the preparation of various materials.
6. Ensure accuracy of materials regarding technical terminology guidelines and/or contract specifications.
7. Advise personnel engaged in reproduction, illustration and photographic preparation of materials.
8. Supervise support/production staff as assigned.
9. Ensure compliance with required procedures and that proposed schedules/deadlines are met.
10. Lay out details of complete publication or assist in the preparation of a program.
11. Use and modify data management programs for word processing applications.
12. Coordinate the efforts of other departments and/or outside agencies.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in related field.
2. Three years of experience in technical/scientific writing/editing.
3. Knowledge of one or more foreign languages, as designated by hiring department, if translation is included in duties of job.
4. Familiarity with data management and word processing techniques.

Additional Desirable Qualifications:

1. Courses at the graduate level.

10/12/83

System Approval

10/12/83

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.