

# San Diego Community College District

## NANC JOB DESCRIPTION

**Title:** Technical Writer, Associate

**Unit:** Non-Academic/Non-Classified Service

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**Job Code:** N1780

**Original Date:** 02/2013

**Last Revision:** 04/2018

**Staff Type:** NANCE

**FLSA status:** Non-Exempt

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### **FUNCTION:**

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.

### **DESIRABLE QUALIFICATIONS:**

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.

### **TYPICAL DUTIES INCLUDE:**

- 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.