

Technical Documentation Intern

Our fast-growing Training Management Software (TMS) company is currently seeking a Technical Documentation Intern for its SaaS application in the aviation industry. The role is a critical part MINT's Customer Experience and Corporate Communication strategy. The role's focus is on the developing of product documentation, end-user guides, education material, and all Corporate Communication.

Location: Orlando, Florida

Targeted start date: September 2020

"Technical Documentation Intern" Duties and Responsibilities

- Create technical documentation (copy, visual, video, etc.)
- Maintain a record of all corrections and revisions to documentation
- Collaborate and confer with stakeholders to document subject material and technical specifications
- Deliver copy that is complete, concise, and clear
- Develop, gather, and disseminate technical information
- Manage multiple projects with revolving deadlines
- Meet all related release and documentation deadlines
- Create and deliver press releases, media relations content, case studies, white papers, executive bios, corporate newsletter content, social media content, email campaigns, marketing materials and speaking proposals as needed
- May be required to perform other duties as requested, directed or assigned

"Technical Documentation Intern" Job Knowledge, Skills and Abilities

- Ability to comprehend, assimilate and document numerous software functionality, hardware functionality and software/hardware integration independently
- Excellent writing skills
- Time management skills
- Ability to utilize multiple desktop publishing and video/still-image editing programs
- Ability to edit, proofread and implement in-line changes
- Understanding of technical writing conventions, standards, and best practices
- Ability to comprehend and clearly communicate complex technical data
- Documentation layout and formatting skills
- Highly motivated, independent individual

“Technical Documentation Intern” Education and Experience

- Pursuing bachelor's degree in technical writing, communications or equivalent degree (preferred)
- 1 year of interning experience directly related to developing technical and/or software product information (preferred)