Student Job Title: Technical Editor Student Assistant

Contact: Leigh Lopez (leigh.lopez@csun.edu)

Office: Sequoia Hall – Room 160

Starting Rate: $12

Hours: 20 hours/week

Job Requirements/Duties:

Under immediate supervision, edits technical documents, including risk assessments, reports and procedures in conformance with CSUN IT standards.

- Reviews sources of technical information and modifies technical documents to incorporate information.
- Edits and updates the CSUN Information Security web site from sources of technical information.
- Edits documentation for style, clarity, consistency, and adherence to CSUN guidelines and polices.
- Edits and proofreads technical documents and data.
- Provides feedback on draft documents and attends documentation reviews.
- Performs additional duties and responsibilities as assigned.

Qualifications:

- Must be working towards a Bachelor's Degree in a related field.
- Must have some work experience in editing technical documents.
- Must have some work in web site editing and production.
- Must be familiar with appropriate style guidelines.
- Possess excellent communication and interpersonal skills.

Apply for the job using Handshake.