



PLEASE POST

October 17, 2017

PART-TIME EMPLOYMENT OPPORTUNITY

POSITION:

TECHNICAL WRITER-Special project/employee manual

(Part-time Educational Assistant. 15 hours/week non-tenure position).

MINIMUM QUALIFICATIONS:

Master's degree in English, journalism, communications or a closely related field together with five years of experience in technical writing. Or training and experience commensurate with these qualifications.

Strong writing/editing and proofreading skills with knowledge of and proficiency in use of English grammar and punctuation; strong interpersonal and communication skills with ability to work in a team environment; ability to gather and organize research materials from a variety of sources and accurately translate information into written materials; strong organizational, time-management; work experience in a higher education setting; prior work on a handbook/manual. Must demonstrate a strong work ethic and commitment to accuracy and quality; working knowledge of how to conduct effective and efficient research. Proficient knowledge of Microsoft Word, Excel, and PowerPoint. Must be able to understand the college's mission.

PREFERRED QUALIFICATIONS:

Proficient in online publishing software and programs are preferred.

RESPONSIBILITIES:

Under the supervision of the Director of Human Resources, the Technical writer will be responsible for revising, formatting and finalizing the college's employee manual. The Technical writer will produce, coordinate and ensure consistency of print and electronic documentation; ensure that the manual reflects the colleges' current policies and procedures.

SALARY:

\$34.59 hourly.

TO APPLY:

Submit a cover letter, resume, BOR Application and three (3) professional references to:

**Gateway Community College
Human Resources Office
20 Church Street
New Haven, CT 06510**

Electronically submitted packets preferred to MSirois@gwcc.commnet.edu
Please reference the job title in the subject line when submitted electronically.

APPLICATION DEADLINE:

*** Open until filled with immediate and on-going review of resumes.**

Previous search for this position abandoned due to budgetary constraints. Previous applicants need to reapply.

*Incomplete or late application packages may be discarded. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. You will receive a written confirmation letter within a week of your submission. **BOR application can be found on our website at [Application](#). Visit GCC's website at www.gatewavct.edu**

Continuing Notice of Nondiscrimination

Gateway Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Dean of Students, Wilson Luna at 203-285-2210 or Learning Disabilities Specialist, Ronald Chomicz at 203-285-2234.

GATEWAY COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.

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