



Senior Information Developer

Location: Richardson, TX

Job Type: Permanent, Full-Time

Job Description

The Senior Information Developer is responsible for creating high quality course material and technical documents, as well as mentoring other writers. This position is within the Information Development work group, reporting to the Director of Information Development.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Requires a bachelor's degree from an accredited college or university in Technical Writing, English, Education, Telecommunications, or a related field.
- Exhibited technical knowledge and 6 or more years information development experience.
- Excellent written and oral communication skills.
- Excellent computer skills in word processing and graphics packages, such as Word, Power Point, Framemaker, Photoshop and Epic Editor or equivalent XML authoring software.
- Online help and web-authoring skills such as Robohelp, HTML, and XML required.
- E-learning development experience.
- Extensive Telecommunications training desired.
- Equivalent experience may be substituted for formal education requirements.

GENERAL DUTIES AND RESPONSIBILITIES

This is a representative list of the general duties the position may be asked to perform and is not intended to be all inclusive.

- Perform lead writer and /or project lead responsibilities on course development and/or technical documentation projects.
- Perform technical research.
- Write preliminary drafts and standard release copies of course material and technical documents.
- Schedule and conduct reviews of assigned deliverables.
- Mentor other information developers.
- Perform quality reviews of technical training material and other technical documents.
- Prepare reports, such as progress, field test, and final reports.
- Conduct and/or participate in project and other meetings as required.
- Provide input for proposals and contracts for information development projects.