Technical Publications Writer - Immediate Position in St. Louis

SSE is a St. Louis based technology company that designs and builds training and courseware for military and commercial aviation programs. There is an immediate opportunity Technical Publications Writers to assist in the design and development and revision of Technical Publications, Computer-Based Training (CBT), Instructor-Led Training (ILT), Courseware Development and related materials. Technical Publication Writers will follow formats and templates as required by a program and when required may develop appropriate document formats. Works under moderate supervision in a team environment.

Essential Job Functions

- **Perform the duties of technical publications writer on one or more Aerospace projects**, write, design, document, and specifications
- Edit scripts, storyboards, guided demonstrations, graphics requests
- Review and ensure quality, technical correctness and instructional soundness of draft/final interactive multimedia lesson segments
- Participate in all phases of project execution (Analysis, Design, Development, Deployment)
- Understanding of graphic design and layout principles

General Skills and Experience Requirements:

- Ability to work well within a collaborative team environment
- Ability to work independently and ensure performance to deadlines and milestones
- Strong verbal and written communication skills Demonstrated ability to effectively deliver a complex message – either written or verbal
- Knowledge of the following productivity software is desired: MS Word, Excel, PowerPoint,
- Knowledge of the following productivity software is a plus: Adobe Photoshop/Illustrator

Education and Experience:

- **Aircraft maintenance knowledge a plus**
- Prefer an Associate’s degree or higher
- Experience in writing, editing and typing of reports, studies, and presentation materials of technical information for technical/non-technical audiences is a plus
- Experience in interpreting technical documentation standards and has prepared documentation against such standards is a plus
- Experience in proofreading documents and ensuring accuracy in spelling and grammar
- Experience in instructional design a plus
ADDITIONAL INFORMATION

“This position must meet Export Control compliance requirements, therefore a “US Person” as defined by 22 C.F.R. § 120.15 is required.” US Citizen or Lawful Permanent Resident (Green Card)

Employment will be full-time, salaried, with PTO days and paid holidays, medical, vision, dental insurance options and an excellent 401K program.

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