

Tech Writing & Publications Internship Opportunity

Bruce A. Austin baagll@rit.edu

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Attention technical writers. An internship opportunity (a nonpaying position) recently came our way that may be of interest to some of you seeking experience and the chance to polish skills.

Nationally known Paychex, Inc. is offering a Technical Publications Internship for the Winter or Spring quarters with flexible hours (8 a.m. - 4 p.m.), 10 to 15 hours a week, Monday through Thursday. Paychex seeks college student pursuing an undergraduate degree in a field of technical communications or information technology. Experience organizing large amounts of data, writing/editing skills, ability to learn new software, organizational skills and interpersonal skills required. Knowledge of Frontpage and/or HTML is a plus.

Specific responsibilities include:

- Revising Paychex intranet sites so they adhere to newly approved templates and support a new search engine.
- Interacting with Technical Writers, Publishers, Web Technicians, and Information Specialists.
- Using design templates which have resulted from extensive research and application of usability principles (e.g., heuristics).
- Reviewing and revising key words and Meta tags.

How to apply:

E-mail resume and cover letter to: jobopps@paychex.com

Fax to: 585-389-7028