

## Writing Positions Available

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A local (Rochester) technical writing/documentation business wishes to hire PTC majors for part-time writing assistance. Following are the business' needs. Applicant should have knowledge about MS Office (MS Word, Excel, PowerPoint); Visio; Access; FrontPage/Dreamweaver, MS Project a plus, but not required. Skills: clearly and concisely articulate (verbally and in writing) technical concepts in laymen's terms); work well within a team or solo; personable, able to communicate with various levels within an organization; takes direction/teachable; technical illustration a plus, but not required; excellent spelling, grammar, and editing skills; attention to detail, thorough, energetic. The pay scale is \$12-\$15/hr, D.O.E. and the job will run (at 10 hours a week) from 15 Sept – 30 Nov; possibility for extensions into 2003.

For more information, contact Bruce Austin.