

# Technical Communication Student Associate

**Position Type**

Part-time/Non-work study

**Job Title**

Technical Communication Student Associate

**Hourly Wage**

\$13.80 and up, depending on student classification and relevant experience

**Approximate Hours per Week**

10-20

**Job Location**

off-campus / PRC

**Job Start Date**

Approx. June 1, 2019

**Job Description**

Student to assist full-time staff of Applied Research Laboratories. Student will assist in the development of technical training for end users that monitor, analyze, and troubleshoot a real-time DoD data-sourcing system. Student will assist full-time staff in developing and maintaining content for technical training. Content development will include preparation of diagrams. Additional assignments include organizing and editing files, documents, and web pages supporting content development.

**Qualifications**

- Prefer student pursuing a degree in the Sciences, Engineering, or related technical fields.
- Alternatively, prefer student pursuing a degree in the communications-related fields who has demonstrated proficiency with undergraduate math and sciences.
- Prefer student at the Sophomore or higher level.
- GPA greater than or equal to 3.0.
- Extensive experience creating Powerpoint presentations required.
- Deep skills with Powerpoint controls and capabilities required, including advanced features.
- Experience creating graphics with Inkscape or Adobe Illustrator is preferred.
- Experience preparing audio/video communications is preferred.
- Experience working with Wiki documents and content is preferred.
- Extensive experience with desktop PCs and/or Macs is required, including file search, file and directory management, application management, e-mail management, web-browser configuration, and working with text and graphics files.
- Ability to work independently, plan work, meet deadlines, maintain a professional demeanor, and effectively communicate with a diverse group of teammates.
- Ability to work collaboratively and follow guidance and supervision.
- Ability and initiative to research simple technical topics for comprehension using public resources.
- Exacting attention to detail, effective problem solving skills, and excellent judgement.

- Excellent written and oral communication skills.
- Ability to establish and maintain a work schedule on-site.
- Ability to regularly and reliably commute to work site on UT Pickle Research Center campus.
- Previous work experience in a position demonstrating strong organizational skills and attention to detail is preferred.
- US Citizenship required.
- Applicant selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information at the level appropriate to the project requirements of the position.

**Resume Receipt**

Email

**Default email address for resumes**

[students@arlut.utexas.edu](mailto:students@arlut.utexas.edu)

**Contact Information**

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**College(s)**

All Majors

**Class Level**

Sophomore, Junior, Senior

**Minimum Grade Point Average**

3.0