Technical Writing Internship

Title: Technical Writing Intern
Reports to: Magical Unicorn/Director of Product Management
Date: Starting April 2019
Hours: Part-time until end of college semester (May) full-time (30+ hours) for summer
Pay: $10/hour
Location: Perceivant's office in Lawrence, IN, and remotely (balance of both to be determined with the candidate)

About Perceivant

Perceivant is an Indianapolis-based educational technology company serving the higher education marketplace. Perceivant publishes and provides courseware that replaces traditional textbooks with cost-effective and interactive learning experiences for both web and mobile applications. Each course is accompanied by powerful analytics and real-time data to boost student engagement and provide educators with an easier, more efficient solution to analyze course efficacy. Perceivant is also armed with editorial expertise and tools to enable educators to create custom solutions that exceed expectations and university standards. For more information on the company and its products, please visit www.perceivant.com.

Company Fit

Perceivant is looking to fill this role with a person who aligns with our company values:

Value #1: See a problem - Go fix it!
- Take ownership of projects and initiative to address challenges and fix problems
- Be a "team player" and collaborate/assist as needed
- Prioritize responsibilities and execute on them with excellence

Value #2: Respectful openness is greater than respectful niceness.
- Communicate with candor to clearly express workplace needs, and address conflict and affirm successes with colleagues
- Reach out proactively about needs and deadline revisions
- Relate respectfully to all personality styles

Value #3: There is no box. Learning is a necessity.
- Think outside the box and always be open to growing and learning
- Put yourself in the shoes of the learners who are our customers
- Be curious in all projects and in interactions with customers and colleagues

Internship Summary

Perceivant's Technical Writing Intern will play a key role in product management and customer success to ensure that all written aspects of the product are error free, grammatically correct, and stylistically accurate.

Key Responsibilities:

- Writing content for Perceivant's product offerings
- Copy editing and proofing of all written aspects of Perceivant's product content
- Working on HTML to perform basic functions to post content onto web platform
- Writing multiple choice/multi-select/matching quiz bank questions
- Transferring course content onto web platform
- Performing other related tasks as requested by Director of Product Management

Competencies Desired

The following are core competencies sought to perform these responsibilities:
- Copy editing and proofreading skills required, with a deep grasp of grammar and punctuation, sentence structure, and spelling
- Must have great attention to detail and be able to find mistakes that aren't easily identified by grammar and spell checkers
- English or education major is preferred but not required
- Light HTML skills preferred but not required. If no experience, be teachable, willing to learn quickly, and not tech adverse
- Some background in desktop publishing is a bonus

Outcomes/Measures of Success

- Error-free written content across all of Perceivant's platform and product offerings
- Compelling written content that helps retain Perceivant clients and attracts prospective clients to the platform

Interested?

Send 1-page cover letter and 1-page resume to Jenn Rowe, Director of Product Management, at jrowe@perceivant.com. If chosen for next steps, be prepared to participate in a writing exercise to demonstrate your competencies needed for the role.